

The City of Bothell, Washington

2023-2024

BIENNIAL BUDGET



City of Bothell™



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION
to

Finance Department
City of Bothell, Washington



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morrell

Date: August 24, 2021

Council Members



Mason Thompson
Mayor



Rami Al-Kabra
Deputy Mayor



Jeanne Zornes
Council Member



Jenne Alderks
Council Member



James McNeal
Council Member



Benjamin Mahnkey
Council Member



Amanda Dodd
Council Member

Executive Staff (Officials as of December 31, 2022)

Kyle Stannert	City Manager
Toni Call	Deputy City Manager
Becky Range	Assistant City Manager
Ted Reijonen	Interim Deputy Finance Director
Gretchen Zundel	Interim Deputy Finance Director
Paul Byrne	City Attorney
Jason Greenspan	Community Development Director
Bruce Kroon	Fire Chief
Mathew Pruitt	Human Resources Director
Lisa Rossiter	Interim Information Services Director
Nik Stroup	Parks & Recreation Director
Ken Seuberlich	Police Chief
Erin Leonhart	Public Works Director

TABLE OF CONTENTS

04 Introduction

- 05 City Manager’s Budget Message
- 07 Community Profile

09 Revenues

15 Expenditures

29 General Fund

- 30 Legislative Branch
- 31 Municipal Court
- 33 Executive (City Manager’s Office & City Clerk)
- 37 Finance
- 39 Legal
- 41 Human Resources
- 43 Public Works (Facilities & Engineering)
- 48 Information Services
- 50 Non-Departmental Expenditures
- 52 Police
- 55 Fire
- 58 Parks & Recreation
- 60 Community Development

63 Budget Stabilization Fund

65 Restricted Revenue Funds

- 66 Street Fund
- 68 Arterial Street Fund
- 69 Park Cumulative Reserve Fund
- 70 Drug Seizure Fund
- 71 Fire Impact Fees Fund
- 72 Public Safety Levy Fund
- 73 American Rescue Plan Fund

74 Debt Service Funds

- 75 Lift GO Bond Fund
- 76 2013 GO Bond Fund
- 77 Fire Station GO Bond Fund

78 Capital Funds

- 79 Capital Improvements Fund
- 80 Public Safety Capital Fund

81 Utility Funds

- 82 Water Fund
- 84 Sewer Fund
- 86 Storm & Surface Water Fund

88 Internal Service Funds

- 89 Equipment Rental Fund
- 90 Self Insurance Fund
- 91 Asset Replacement Fund

93 Expendable Trust Funds

- 94 Cemetery Endowment Fund
- 94 Firemen’s Pension Reserve Fund

95 Appendix A

- 96 Organizational Chart
- 97 Authorized Positions by Department

98 Appendix B

- 99 City Manager Budget Call Letter
- 100 Budget Development Process
- 102 Budget Calendar
- 103 Budget Ordinance

109 Appendix C

- 110 Acronyms
- 111 Financial Policies
- 115 Glossary

INTRODUCTION

- City Manager's Message
- Community Profile

Honorable Mayor, Deputy Mayor and members of the City Council,

Guided by input from the community, the Executive Leadership Team (ELT), and feedback from your April 2022 Budget Retreat, I am transmitting my Preliminary 2023-2024 Budget for your consideration. The Budget represents the city's proposed revenue and spending plan for the next two years. It totals \$375.6 million and aims to maintain levels of service while supporting continued growth in the community.

As was the case in the last biennium, there are significant unknowns and potential risks that will require ongoing monitoring and potential adjustments over the next two years. Specific challenges include a historic rate of inflation, anticipated economic impacts of rising interest rates, and unknown impacts of the pandemic to the community and global supply chains. Each operational area of the city has experienced increases in the cost of ongoing services and the goods required for operations. Maintaining current commitments will require additional funding. While there have been hopes for restoring services to pre-pandemic levels, or perhaps adding new programs and infrastructure, the proposed budget has been developed with an intent to reinforce stability to existing work. Recommended new investments were considered with an intent to balance a commitment to ongoing work, enhancement to services to the extent possible, and consideration of new investments in support of opportunities to meet future demands.

The proposed budget strives to preserve the future financial condition of the City by including key investments that have not been possible in the past few cycles. Proposed investments include:

- A commitment to maintaining our current infrastructure with \$5.8 million in General Fund set-asides to the Asset Replacement Fund. Asset Replacement includes \$13 million in planned spending for 2023-24 (\$11.6 million in capital expenditures, and \$1.4 million within maintenance and operations), as the City works to catch up on replacements and maintenance projects that have been deferred in past budget cycles.
- Catching up on a backlog of vehicle and equipment purchases, including \$1.9 million for a new ladder truck, while providing funding to assess future investments to support an Electric Vehicle (EV) Infrastructure.
- Investments in one-time studies to help plan for future needs, including support for the upcoming Comprehensive Plan update, Human Services Community Needs Assessment, Development Services Fee Study, market analysis and feasibility study for the development of Lot EFG and the Civic Center lot.
- Continued commitment to human services funding and the addition of a Human Services Coordinator position.
- Capital Facilities Plan (CFP) investments including the addition of parks projects, continued implementation of the voter-approved Safe Streets & Sidewalks levy, and additional investment in multimodal transportation projects.
- Continued support of public safety needs in the community, including improved and expanded levels of service for the North Sound Response Awareness, De-escalation and Referral (RADAR) Navigator program.
- Continued support of the "Summer Nights in Bothell" series.

Supporting these investments comes with a cost, and the 2023-24 General Fund projected deficit is approximately \$6.2 million. While this level of spending has not been possible in recent years, past decisions have put the city in a better financial standing. Despite an anticipated deficit, the General Fund forecast anticipates an ending fund balance in 2024 of \$17.6 million while also preserving the recently created Budget Stabilization Fund of \$3.5 million.

In support of these changes, the preliminary budget includes a 1% adjustment in property taxes for both 2023 and 2024. Based on current assessments, these actions would adjust the City of Bothell portion of property taxes by \$6.79 per \$500,000 of assessed value per year. As discussed in your April 2022 Budget Retreat, staff remains committed to presenting options for Council consideration of new revenue streams not currently in place, including what additional services would be supported by new revenue. As a result, the General Fund balance remains above a 90-day level of reserves throughout the biennium.

As we move into the 2023-24 biennium, staff will continue to report out quarterly performance of the budget in addition to continued commitments to the City Council's directed values for this budget of:

- Equity & Inclusion
- Engagement & Transparency
- Stewardship

In doing so, I will continue to partner with the Council, ELT, and staff to explore options to balance the requests and revenues to chart a sustainable path of delivering exceptional service.

Preparation of this budget would not have been possible in my brief tenure as Bothell's City Manager without the support and input of employees who have taken the time to educate me on needs, historic conditions, and future goals. Together, we will continue to support the Council in developing a long-term vision for the future of Bothell, while remaining committed to improving the conditions and opportunities for all who are part of our community.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Stannert". The signature is written in a cursive, flowing style.

Kyle Stannert
City Manager

Originally populated by the Native American Sammamish people, the City of Bothell was incorporated in 1909, and for many years was a center for the logging industry, then a farming community, and then a bedroom suburb for people working in the greater Puget Sound area. Today, the municipality of over 48,000 straddles both King and Snohomish Counties, covers 14.38 square miles and ranks as the 26th largest city in the State of Washington.

Bothell is located in close proximity to the large employment and economic centers of Seattle, Bellevue, Redmond, Kirkland, and Everett. Bothell's three business parks, dubbed "The Technology Corridor", provide an appealing location for advanced biotechnology firms, wireless communications, medical device manufacturing and medical research. As a result of the preceding, the city has become an increasingly desirable place to live and work.

Bothell is also sought after for its education system and higher education opportunities. The Northshore School District serves the city and surrounding areas. Northshore is consistently recognized as one of the top school districts in the state. Higher education is also represented in Bothell, as the University of Washington and Cascadia College share a common campus within Bothell's historic downtown. The city is widely known for its excellent quality of life and above-average median family income and home values.

The City of Bothell is a non-charter optional code city operating under a Council-City Manager form of government. The seven members of the City Council are elected by voters and serve four-year terms. The Council elects the Mayor and Deputy Mayor from within its ranks and contracts with a professional City Manager to carry out their established goals, policies and directives. The City Manager appoints nine department heads and a Deputy City Manager.

Bothell's full and part-time employees provide a full range of municipal services. City services include: general government administration, police, fire, emergency medical services, planning and zoning, street maintenance, and parks and recreation.

Bothell's utility operations consist of water, sewer, and storm and surface water. The City also operates three internal service funds – Equipment Rental (Fleet), Self-Insurance, and Asset Replacement. The City has one blended component unit, COB Properties, which accounts for the City Hall lease. Garbage service is provided by an independent contractor and library services are provided by the King County Library System.

Bothell continues its efforts to revitalize its historic downtown and as a result of these efforts has

already seen major investments in the area by developers and businesses. The area has seen significant increases in the number of residential units which has led to increased economic activity and interest in additional development. Several additional projects are underway or planned for the near future.

A component of the revitalization efforts is the cleanup of contaminated city-owned properties in downtown. As more properties are cleaned, they will be sold - creating more downtown development opportunities.

A number of transportation projects are also underway within the City including projects that, when completed, will add new amenities and/or add capacity within the transportation system.

Bothell's annual festivities include an old-fashioned Fourth of July parade, The "Summer Nights in Bothell" concert series, a safe Halloween on Main Street event, and a Bothell Beer Festival among others. These events are an annual tradition.



CITY INFORMATION AND DEMOGRAPHICS

GOVERNMENT

- Incorporated 1909
- Form of Government: Council-City Manager
- Elected Body: Mayor, Deputy Mayor, 5 Councilmembers, each with 4-year terms

HOUSEHOLD DATA

- Median Household Income: \$107,651
- Median Home Assessed Value: \$934,000
- Median Rental: \$1,797

CITY OF BOTHELL PUBLIC TRANSPORTATION

- Paved roads maintained: over 300 miles

PUBLIC SAFETY - FIRE PROTECTION

- Number of Department Personnel: 73
- Number of Fire Stations: 3
- Number of Emergency Alarms: 7,087

PUBLIC SAFETY - POLICE PROTECTION

- Number of Department Personnel: 111
- Number of Police Stations: 1
- Number of Calls for Service: 24,181

PARKS, RECREATION & CULTURE

- Number of Parks: 26
- Number of Rentable Picnic Shelters: 4
- Number of Rentable Indoor Facilities: 2
- Number of Multipurpose Sportsfields: 9
- Number of Playgrounds: 14
- Number of Trail Systems: 4
- Number of Cemeteries: 2
- Number of Parks and Open Space Acres: 403.09

DEMOGRAPHICS - 2022

- Population: 48,940
- Median Age: 41
- Land Area: Approximately 9,200 acres
- Square miles: 14.38
- Business Licenses: 4,063

EDUCATION

- Northshore School District Enrollment: 23,414 (Fall 2020)
- Cascadia College Enrollment: 4,887 (Fall 2020)
- University of Washington Enrollment: 6,069 (Fall 2020)

CITY OF BOTHELL UTILITY SERVICES

- Maintains over 4,000 water and over 5,500 sewer customer accounts
- Maintains approximately 120 miles of water mains, around 70.5 miles of sewer mains and 145.9 miles of storm drains

TOP TEN BUSINESSES - 2018

- AT&T Mobile
- Fujifilm
- Panasonic Avionics
- Phillips Ultrasound
- Puget Sound Energy
- T-Mobile West LLC
- Seattle Genetics
- Seagen Inc.
- Sonosite
- Vertafore Inc.

COMMUNITY DIVERSITY

- 30.7% of residents identify as people of color
- 21.4% of residents report being foreign born
- 27.3% of residents speak a language other than English



REVENUES

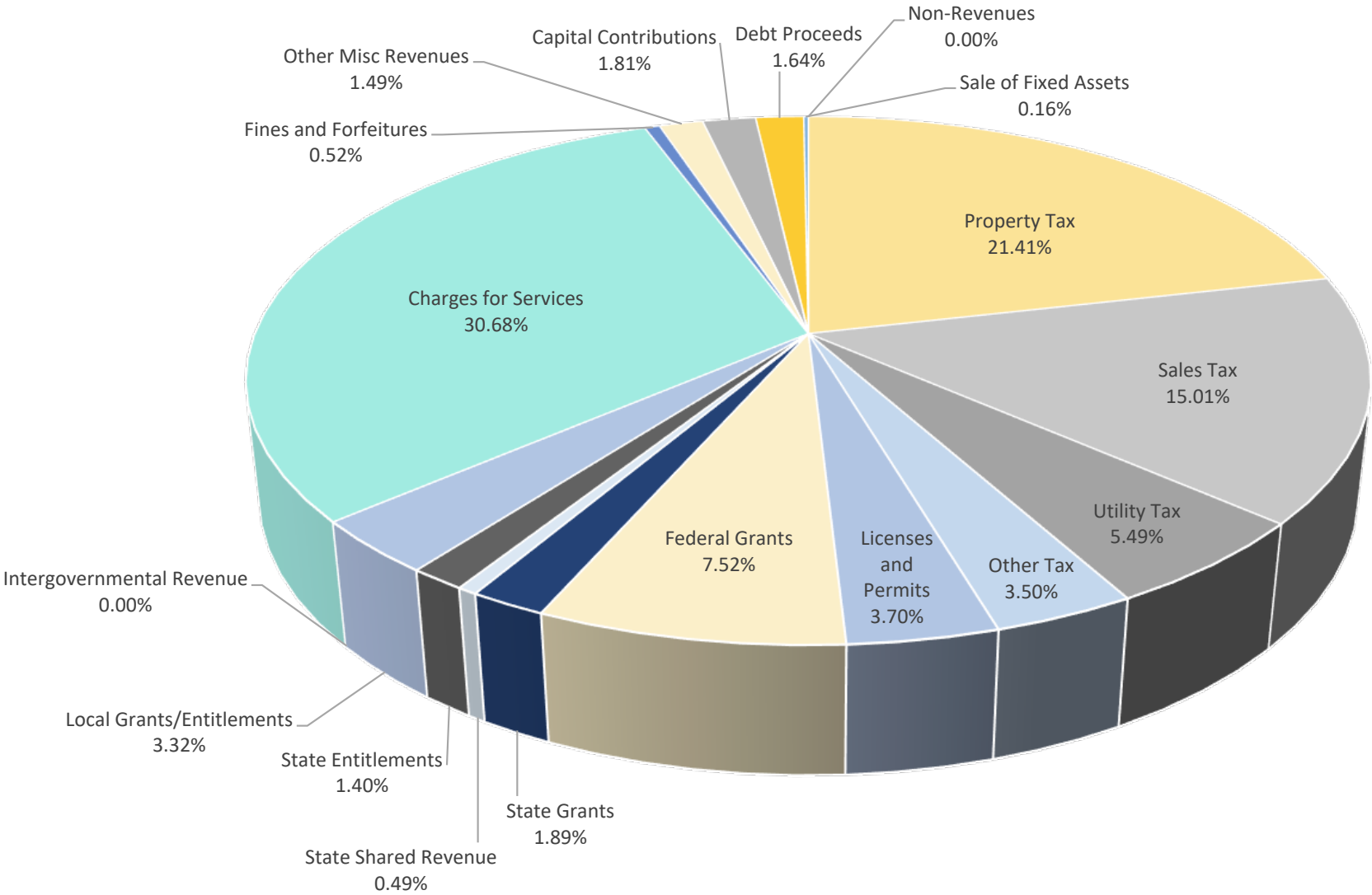
- Revenues by Fund
- Citywide Revenues
- General Fund Overview
- Budget Overview

(Includes operating transfers and interfund transactions)

FUND	2019-20 Actuals	2021-22 Modified Budget	2023-24 Proposed Budget
General Fund	\$111,325,818	\$121,393,415	\$135,360,847
Budget Stabilization Fund	0	3,500,000	0
Special Revenue Funds			
Street	11,728,812	12,744,073	13,762,926
Arterial Street	2,717,147	5,403,584	11,027,918
Park Cumulative Reserve	1,756,876	1,380,000	4,733,132
Drug Seizure	59,497	34,000	34,000
Fire Impact Fees	95,785	185,000	110,000
Public Safety Levy	9,890,312	10,667,859	11,719,961
American Rescue Plan	0	13,125,000	0
Debt Service Funds			
LIFT G.O. Bond Redemption	3,995,100	3,994,525	3,992,375
2013 G.O. Bond Redemption	1,393,926	1,394,276	1,392,126
Fire Station G.O. Bond Redemption	1,590,286	3,870,100	4,481,800
Capital Funds			
Capital Improvements	47,237,963	72,548,216	69,104,241
Public Safety Capital	25,940,003	12,939,436	2,691,000
Utility Funds			
Water	11,575,204	12,249,708	17,259,662
Sewer	16,614,999	17,294,543	20,543,242
Storm & Surface Water	15,177,118	13,035,019	18,917,829
Internal Service Funds			
Equipment Rental	4,311,805	5,295,132	6,254,184
Self Insurance	3,556,024	3,931,690	4,858,032
Asset Replacement	3,418,499	4,593,374	7,145,620
Expendable Trust Funds			
Cemetery Endowment	0	0	0
Firemen's Pension Reserve	138,540	144,000	160,000
TOTAL APPROPRIATION ALL FUNDS	\$272,523,714	\$319,722,950	\$333,548,895
LESS INTERFUND TRANSACTIONS	(10,445,687)	(14,256,367)	(16,488,772)
LESS OPERATING TRANSFERS	(17,589,295)	(28,600,888)	(31,281,912)
TOTAL APPROPRIATION ALL FUNDS LESS TRANSFERS	\$244,488,732	\$276,865,695	\$285,778,211
BIENNIUM BEGINNING FUND BALANCE	48,069,944	83,661,897	118,336,859
TOTAL OPERATING SOURCES AVAILABLE	\$292,558,676	\$360,527,592	\$404,115,070

Citywide Revenues

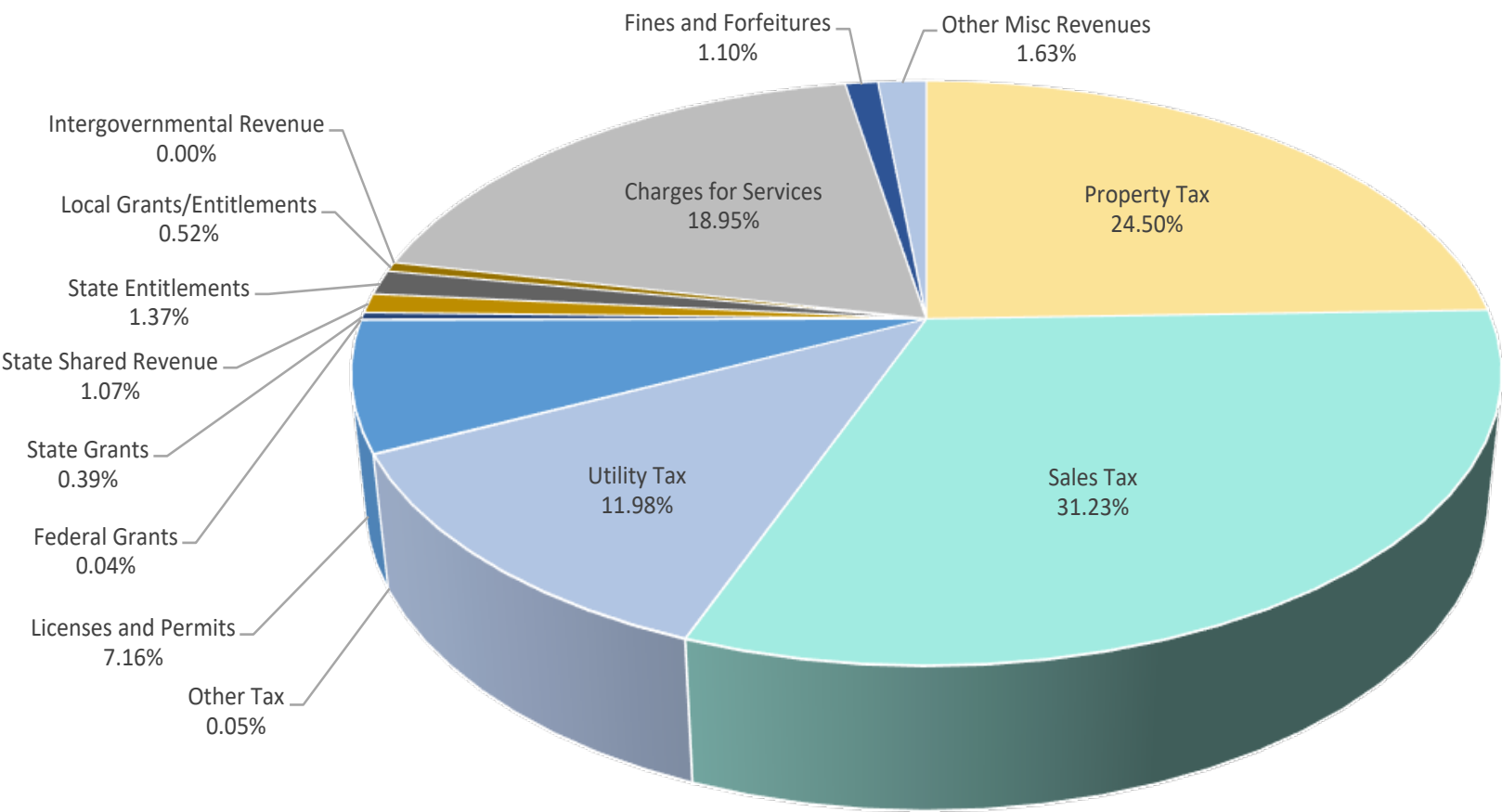
Source	2023-24 Revenues
Property Tax	\$61,196,416
Sales Tax	42,890,655
Utility Tax	15,683,499
Other Tax *	9,988,476
Licenses and Permits	10,563,470
Federal Grants	21,488,118
State Grants	5,387,771
State Shared Revenue	1,400,000
State Entitlements	3,992,475
Local Grants/Entitlements	9,487,153
Intergovernmental Revenue	0
Charges for Services	87,676,518
Fines and Forfeitures	1,474,563
Other Misc Revenues	4,246,581
Capital Contributions	5,175,509
Debt Proceeds	4,675,000
Sale of Fixed Assets	448,700
Non-Revenues	3,307
Subtotal	\$285,778,211
Interfund Transactions	16,488,772
Operating Transfers	31,281,912
Total Revenues	\$333,548,895



*"Other tax" consists of real estate excise taxes (REET) and leasehold excise taxes.

General Fund Revenues

Source	2023-24 Revenues
Property Tax	\$32,074,994
Sales Tax	40,890,655
Utility Tax	15,683,499
Other Tax *	64,536
Licenses and Permits	9,379,691
Federal Grants	56,000
State Grants	508,180
State Shared Revenue	1,400,000
State Entitlements	1,792,029
Local Grants/Entitlements	686,153
Intergovernmental Revenue	0
Charges for Services	24,816,070
Fines and Forfeitures	1,440,563
Other Misc Revenues	2,129,043
Capital Contributions	0
Debt Proceeds	0
Sale of Fixed Assets	0
Non-Revenues	3,307
Subtotal	\$130,924,720
Interfund Transactions	3,682,380
Operating Transfers	753,747
Total Revenues	\$135,360,847



*"Other tax" consists of leasehold excise taxes.

Revenues

The City updates its revenue forecasts routinely to stay aligned with ongoing changes in the economy. Maintaining a far-sighted approach provides City management the valuable time needed to plan for and manage both potential revenue shortfalls and one-time revenue spikes.

The City relies on three major revenue streams to fund services for its residents: property tax, sales tax, and utility tax. These revenue streams make up 41.9% of the City's overall revenues, and 67.7% of its General Fund revenues.

The following analysis accounts for 85.3% of citywide revenues.

Property Tax

State law limits Bothell's annual increase in its property tax levy to 1%. In 2023 dollars, a 1% property tax levy increase amounts to approximately \$263,900 and equates to a little more than \$0.01 per \$1,000 of assessed property valuation – or about \$6.79 per year on a \$500,000 home.

In addition, the 2023-24 budget assumes that new construction, along with State-assessed property (property belonging to inter-county utilities) will continue to be added to Bothell's property tax rolls.

Sales Tax

The Puget Sound Economic Forecaster, a prominent local journal which features economic forecasts, analysis, and commentary for the greater Seattle area, projected taxable retail sales to increase approximately 5.5% in 2023, and 4.1% in 2024.

Utility Tax

2023-24 General Fund utility tax revenues are projected to exceed 2021-22 budgeted receipts by \$607,367 (4%). This increase is supported by new construction, along with potential rate increases in both City and non-City owned utilities.

Grants

Federal, state, and local grants are projected to make up approximately \$36,363,042 (12.7%) of citywide revenues. Nearly all the City's grant funding in 2023-24 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2023-24 capital projects is included within the "Expenditures" section of this document, where the funding source for each project is also presented. Detailed capital project data is available in the City's adopted 2023-2029 Capital Facilities Plan (CFP).

Charges for Services

Citywide charges for services are expected to be approximately \$87,676,518 (30.7% of citywide revenues). The projected increase amounts to \$17.2 million, or 24.4% over budgeted 2021-22 receipts. The increase in receipts is mainly attributable to development and user fees.

The City charges for services such as development services, impact and utility user fees, administrative court fees, and recreation programs.

Significant Changes

The City's 2021-22 budget was developed during a pandemic, and at a time of tremendous economic uncertainty. As we continue to emerge from COVID-19 and head into 2023-24, the primary assumptions factoring into the development of the revenue forecast include:

- Bothell's sales tax "leakage" (loss of potential sales tax revenue to surrounding cities with a greater retail presence) will continue to remain lower than it was prior to the pandemic, as residents continue to utilize online shopping opportunities.
- Regional employment will be stronger than the national labor market, due to the presence of tech and biotech sectors in the area.
- Development activity will continue at its present pace in the short term.

Fund	Projected Balance 12/31/2022*	2023 Projected Revenues	2023 Expenditure Appropriation	2023 Depreciation Appropriation**	Projected Balance 12/31/2023	2024 Projected Revenues	2024 Expenditure Appropriation	2024 Depreciation Appropriation**	Projected Balance 12/31/2024
General Fund	\$23,750,651	\$66,862,561	\$70,576,487	\$0	\$20,036,725	\$68,498,286	\$70,938,765	\$0	\$17,596,246
Budget Stabilization Fund	3,500,000	0	0	0	3,500,000	0	0	0	3,500,000
Special Revenue Funds									
Street	4,266,319	6,776,041	7,923,974	0	3,118,386	6,986,885	8,312,367	0	1,792,904
Arterial Street	7,290,119	5,543,460	3,702,680	0	9,130,899	5,484,458	2,414,520	0	12,200,837
Park Cumulative Reserve	9,122,977	700,000	302,000	0	9,520,977	4,033,132	3,333,410	0	10,220,699
Drug Seizure Fund	187,072	17,000	18,000	0	186,072	17,000	14,500	0	188,572
Fire Impact Fees	950,164	55,000	500,000	0	505,164	55,000	210,000	0	350,164
Public Safety Levy	6,929,716	5,766,150	6,074,052	0	6,621,814	5,953,811	5,892,653	0	6,682,972
American Rescue Plan	10,604,467	0	4,560,057	0	6,044,410	0	3,114,603	0	2,929,807
Debt Service Funds									
LIFT GO Bond Redemption	0	1,996,125	1,996,125	0	0	1,996,250	1,996,250	0	0
2013 GO Bond Redemption	0	695,063	695,063	0	0	697,063	697,063	0	0
Public Safety Capital Bond	3,974	2,241,650	2,241,650	0	3,974	2,240,150	2,240,150	0	3,974
Capital Funds									
Capital Improvements	20,279,646	36,628,386	42,188,276	0	14,719,756	32,475,855	33,317,919	0	13,877,692
Public Safety Capital Fund	868,520	2,691,000	3,530,000	0	29,520	0	0	0	29,520
Utility Funds									
Water	4,509,147	9,886,260	12,936,995	913,273	2,371,685	7,373,402	8,878,527	901,853	1,768,413
Sewer	8,665,500	10,435,243	14,632,768	653,351	5,121,326	10,107,999	10,145,358	620,268	5,704,235
Storm & Surface Water	10,628,857	9,016,662	13,749,518	1,365,469	7,261,470	9,901,167	14,221,224	1,354,416	4,295,829
Internal Service Funds									
Equipment Rental	21,697	3,127,092	3,157,187	8,437	39	3,127,092	3,096,994	6,632	36,769
Self Insurance	42,595	2,355,038	2,355,038	2,678	45,273	2,502,994	2,502,994	2,678	47,951
Asset Replacement	6,250,000	3,663,060	6,439,006	729,711	4,203,765	3,482,560	6,596,473	661,849	1,751,701
Trust and Agency Funds									
Cemetery Endowment	84,013	0	0	0	84,013	0	0	0	84,013
Firemen's Pension Reserve	381,425	80,000	72,000	0	389,425	80,000	72,000	0	397,425
Subtotal	\$118,336,859	\$168,535,791	\$197,650,876	\$3,672,919	\$92,894,693	\$165,013,104	\$177,995,770	\$3,547,696	\$83,459,723
Less Operating Transfers		(14,627,998)	(14,627,998)			(16,653,914)	(16,653,914)		
Less Interfund Transactions		(9,222,030)	(9,222,030)			(7,266,742)	(7,266,742)		
Total	\$118,336,859	\$144,685,763	\$173,800,848	\$3,672,919	\$92,894,693	\$141,092,448	\$154,075,114	\$3,547,696	\$83,459,723

*Figures are based on actual 2022 1st-2nd quarter and projected 3rd-4th quarter receipts and spending, not on budgeted appropriation.

**Depreciation expense does not impact liquid fund balance.

EXPENDITURES

- Citywide Expenditures
- General Fund Expenditures
- Expenditures by Type
- Capital Expenditures
- Operating Transfers & Interfund Transactions
- Fund Balance Information
- Budget Overview

(Includes operating transfers and interfund transactions)

FUND	2019-20 Actuals	2021-22 Modified Budget	2023-24 Proposed Budget
General Fund	\$107,713,445	\$121,091,623	\$141,515,252
Budget Stabilization Fund	0	0	0
Special Revenue Funds			
Street	9,983,073	11,589,301	16,236,341
Arterial Street	5,090,319	5,587,445	6,117,200
Park Cumulative Reserve	153,000	25,000	3,635,410
Drug Seizure Fund	57,519	28,800	32,500
Fire Impact Fees	0	500,000	710,000
Public Safety Levy	6,142,203	9,146,299	11,966,705
American Rescue Plan	0	3,635,000	7,674,660
Debt Service Funds			
LIFT G.O. Bond Redemption	3,995,100	3,994,525	3,992,375
2013 G.O. Bond Redemption	1,393,926	1,394,276	1,392,126
Fire Station G.O. Bond Redemption	1,586,660	3,870,100	4,481,800
Capital Funds			
Capital Improvements	47,163,843	68,180,710	75,506,195
Public Safety Capital Fund	2,967,420	33,848,161	3,530,000
Utility Funds			
Water	11,007,956	17,969,114	21,815,522
Sewer	16,245,433	23,086,763	24,778,126
Storm & Surface Water	11,818,367	21,283,901	27,970,742
Internal Service Funds			
Equipment Rental	4,241,596	5,308,285	6,254,181
Self Insurance	3,547,260	3,943,239	4,858,032
Asset Replacement	2,740,727	4,489,809	13,035,479
Expendable Trust Funds			
Cemetery Endowment	0	0	0
Firemen's Pension Reserve	124,204	144,000	144,000
TOTAL APPROPRIATION ALL FUNDS	\$235,972,050	\$339,116,351	\$375,646,646
LESS INTERFUND TRANSACTIONS	(10,445,687)	(13,781,367)	(16,488,772)
LESS OPERATING TRANSFERS	(17,589,295)	(28,600,888)	(31,281,912)
TOTAL APPROPRIATION ALL FUNDS LESS TRANSFERS	\$207,937,068	\$296,734,096	\$327,875,962
LESS DEPRECIATION EXPENSE	(7,758,271)	(7,593,506)	(7,220,615)
BIENNIUM ENDING FUND BALANCE	83,661,897	118,336,859	83,459,723
TOTAL APPROPRIATION PLUS ENDING FUND BALANCE	\$283,840,694	\$407,477,449	\$404,115,070

City management and staff recognize the importance of continuously exploring and implementing cost and process efficiencies that help reduce government spending and prevent unnecessary increases in taxation. Bothell takes a serious and proactive approach to managing the continuously escalating cost of maintaining residents’ desired service levels, and also understands that this must be accomplished without jeopardizing the City’s long-term fiscal stability.

Providing Clear Direction for Spending

In 2022, Bothell’s City Council affirmed three values and five key outcomes for the 2023-24 biennial budget process.

- Values: Equity & Inclusion, Engagement & Transparency, and Stewardship.
- Outcomes: Safe & Healthy Community, Environmental Health & Sustainability, Vibrant Community, Housing Choices, and High Performance Government.

These values and outcomes were used by departments to determine their program service levels, staffing and operating needs, and ultimately their budget requests for the ensuing biennium. The City Manager used Council’s value and outcome directives to weigh department budget requests, and to prepare a comprehensive spending plan that focuses City resources toward fulfilling the 2023-24 values and outcomes.

Establishing and Prioritizing Needs

Council adopted the City’s 2023-29 Capital Facilities Plan (CFP) in October 2022. The plan provides for approximately \$478,911,000 in needed capital and infrastructure investment. This includes improvements in facilities, transportation, utilities, and parks, as well as land and right-of-way acquisition.

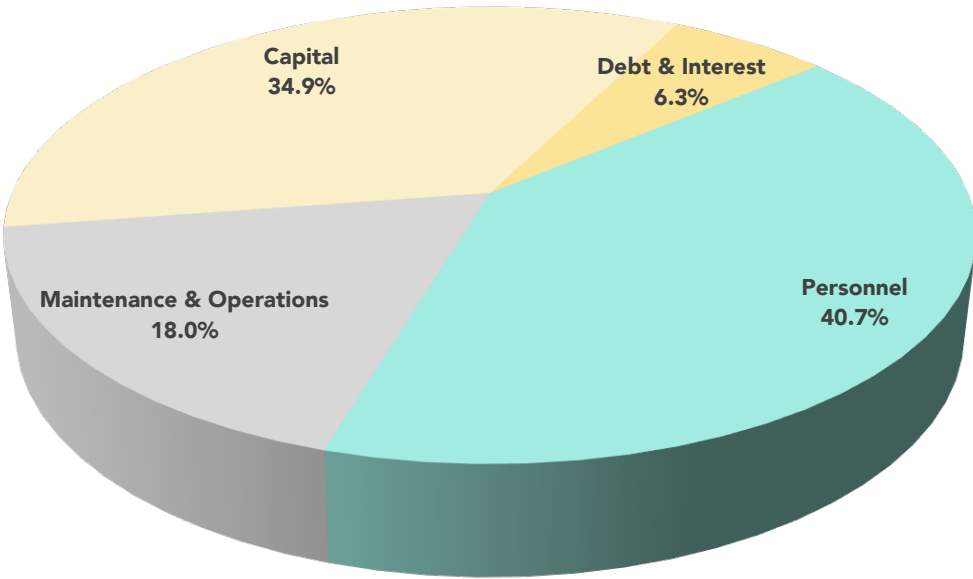
The CFP helps define and streamline the City’s budget process by first taking a through inventory of Bothell’s capital needs and available resources, in order to establish a realistic and achievable long-term plan to address the City’s infrastructure needs. It should be noted that the CFP is a long-term planning document, while the budget actually appropriates funding for the projects. The 2023-24 budget appropriates \$95,879,794 in CFP investments. This figure includes facilities, transportation, utility, and parks capital projects, as well as debt service.

The City’s adopted Capital Facilities Plan document is available on the City’s website, or by request from the City Clerk’s office.

2023-24 Citywide Budgeted Spending

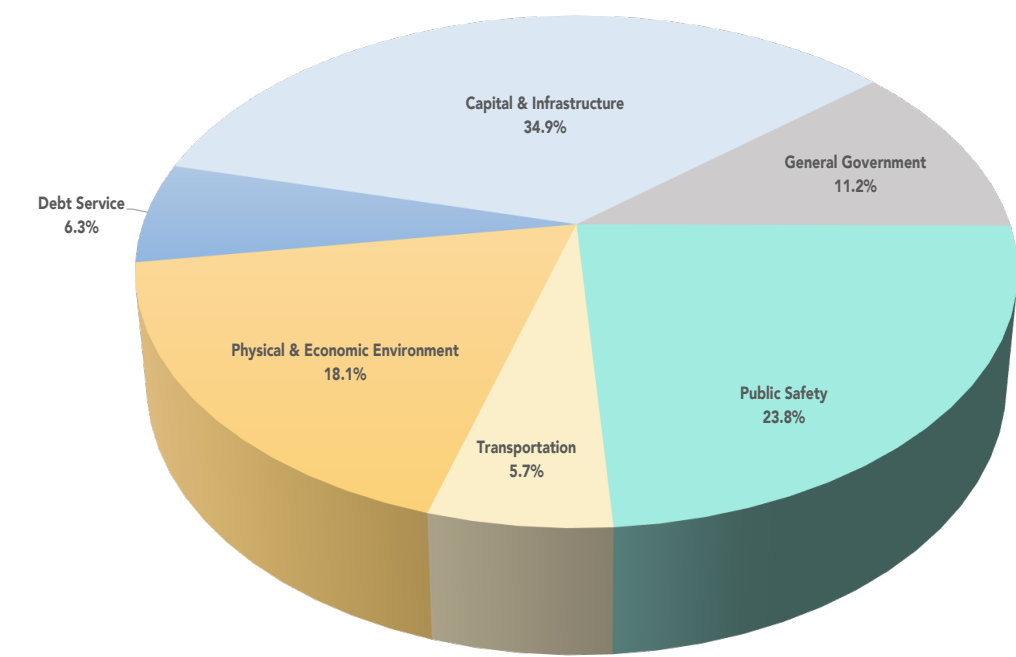
Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at \$327,875,962 for the biennium. This is a 10.5% increase from budgeted spending in the 2021-22 biennium.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$101,806,745	\$112,729,343	\$133,494,542
Maintenance & Operations	46,228,659	50,493,000	59,044,697
Capital	44,202,711	113,942,140	114,543,254
Debt & Interest	15,698,954	19,569,613	20,793,469
Subtotal	\$207,937,068	\$296,734,096	\$327,875,962
Interfund Transactions	10,445,687	13,781,367	16,488,772
Operating Transfers	17,589,295	28,600,888	31,281,912
Total Expenditures	\$235,972,050	\$339,116,351	\$375,646,646



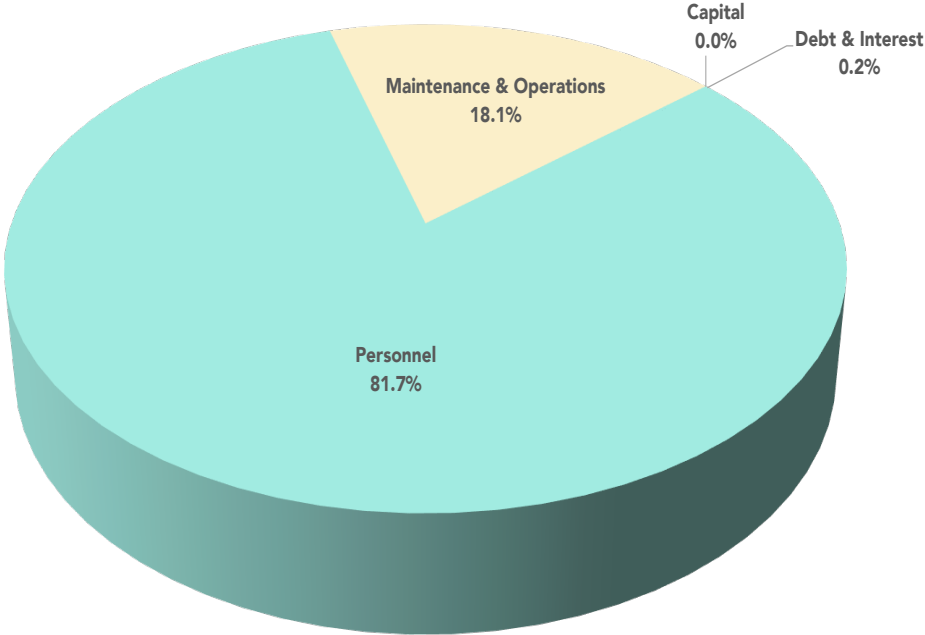
Citywide Expenditures by Function

Source	2019-20 Actuals	2021-22 Modified Budget	2023-24 Proposed Budget
General Government	\$29,148,748	\$33,516,696	\$36,735,654
Public Safety	60,454,146	65,913,042	78,023,659
Transportation	17,374,100	16,732,312	18,597,936
Physical & Economic Environment	41,058,410	47,060,293	59,181,990
Debt Service	15,698,954	19,569,613	20,793,469
Capital & Infrastructure	44,202,711	113,942,140	114,543,254
Subtotal	\$207,937,068	\$296,734,096	\$327,875,962
Interfund Transactions	10,445,687	13,781,367	16,488,772
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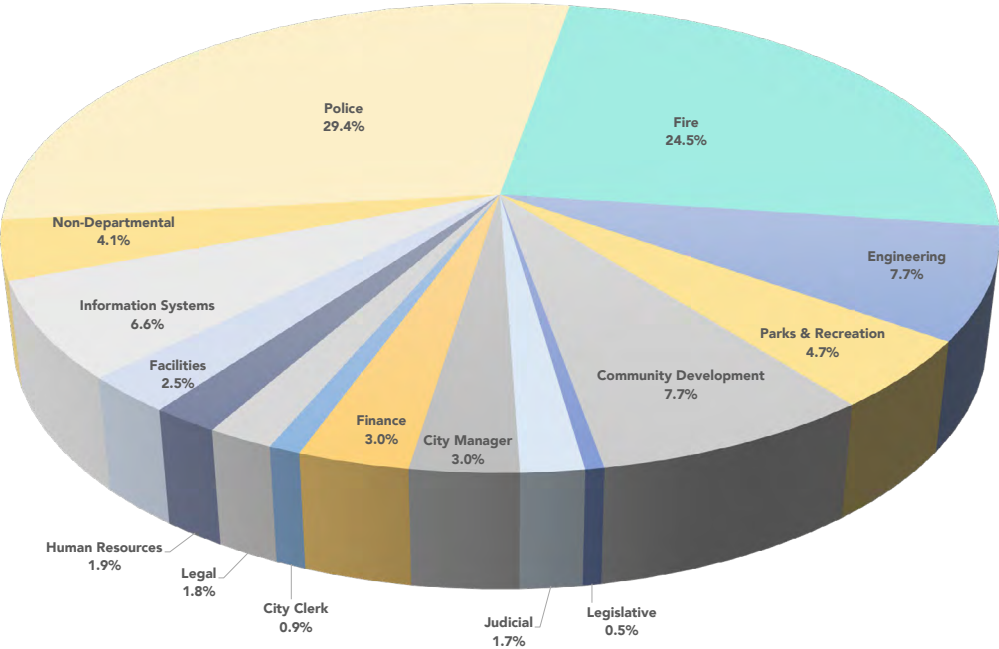
General Fund Expenditures by Category

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$83,307,015	\$88,846,556	\$103,836,683
Maintenance & Operations	18,112,159	20,345,461	23,012,987
Capital	89,756	132,750	25,000
Debt & Interest	32,498	0	196,813
Subtotal	\$101,541,428	\$109,324,767	\$127,071,483
Interfund Transactions	4,568,977	7,306,125	9,062,945
Operating Transfers	1,603,040	4,460,731	5,380,824
Total Expenditures	\$107,713,445	\$121,091,623	\$141,515,252



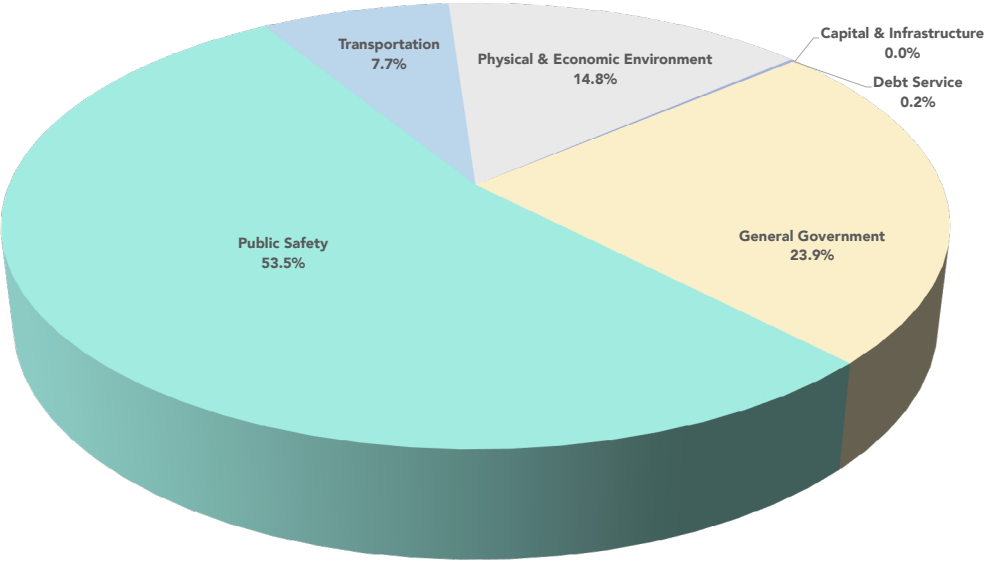
General Fund Expenditures by Department

Department	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Legislative	\$693,546	\$911,711	\$656,962
Judicial	1,747,941	1,855,406	2,199,213
City Manager	3,057,449	3,365,067	3,765,383
Finance	2,983,400	3,272,303	3,861,194
City Clerk	810,622	887,854	1,116,055
Legal	2,212,149	2,578,395	2,324,815
Human Resources	1,689,284	1,974,263	2,353,676
Facilities	2,730,218	2,816,929	3,214,149
Information Systems	6,994,431	7,653,260	8,418,894
Non-Departmental	4,349,512	3,564,480	5,194,374
Police	29,467,667	31,899,661	37,376,889
Fire	26,222,620	27,179,189	31,082,842
Engineering	7,308,232	8,246,016	9,775,008
Parks & Recreation	4,289,166	4,620,971	5,952,695
Community Development	6,985,192	8,499,262	9,779,334
Subtotal	\$101,541,428	\$109,324,767	\$127,071,483
Interfund Transactions	4,568,977	7,306,125	9,062,945
Operating Transfers	1,603,040	4,460,731	5,380,824
Total Expenditures	\$107,713,445	\$121,091,623	\$141,515,252



General Fund Expenditures by Function

Source	2019-20 Actuals	2021-22 Modified Budget	2023-24 Proposed Budget
General Government	\$24,403,305	\$26,236,791	\$30,332,908
Public Safety	55,830,253	59,117,527	67,952,620
Transportation	7,308,232	8,221,016	9,750,008
Physical & Economic Environment	13,877,385	15,616,683	18,814,134
Debt Service	32,498	0	196,813
Capital & Infrastructure	89,756	132,750	25,000
Subtotal	\$101,541,428	\$109,324,767	\$127,071,483
Interfund Transactions	4,568,977	7,306,125	9,062,945
Operating Transfers	1,603,040	4,460,731	5,380,824
Total Expenditures	\$107,713,445	\$121,091,623	\$141,515,252



RCW 43.09.002 grants authority to the Washington State Auditor to prescribe and audit the accounting and financial reports of local governments. The City’s 2023-24 spending plan is presented in the tables in this section, and is outlined below according to the standardized expenditure types set forth by the State Auditor’s Office (SAO).

Citywide General Government Expenditures - \$36,735,654

General Fund - \$30,332,908
Other City Funds - \$6,402,746

General government expenditures provide for the administration of the City. The following City functions are grouped within this expenditure type: Legislative (Council), Judicial (Municipal Court), Executive (City Manager’s Office and City Clerk), Finance, Legal, Human Resources, Facilities, Information Services, and the Self-Insurance function.

In 2023-24, these expenditures amount to \$36,735,654 citywide, or 11.2% of the City’s projected overall spending. This is a 9.6% increase from the 2021-22 budget.

The General Fund’s share of 2023-24 general government spending totals \$30,332,908, or 23.9% of projected overall General Fund spending. This is a 15.6% increase from budgeted 2021-22 spending.

Citywide Public Safety Expenditures - \$78,023,659

General Fund - \$67,952,620
Other City Funds - \$10,071,039

Public safety expenditures include the City’s Fire and Police departments. In 2023-24, budgeted citywide public safety expenditures total \$78,023,659, or 23.8% of the overall projected budget. This represents a 18.4% increase from the 2021-22 budget.

Budgeted General Fund public safety spending in 2023-24 is \$67,952,620, or 53.4% of the General Fund budget. This equates to a 14.9% increase over the 2021-22 budget.

Citywide Transportation Expenditures - \$18,597,936

General Fund - \$9,750,008
Other City Funds - \$8,847,928

The City’s transportation expenditures include the Public Works Department’s Engineering, Fleet/ Equipment Rental, and Street divisions. The latter two divisions reside in their own accounting funds. In 2023-24, budgeted transportation spending totals \$18,597,936, or 5.7% of the citywide budget. This is a 11.1% increase from budgeted 2021-22 spending.

In 2023-24, budgeted General Fund transportation expenditures amount to \$9,750,008, or 7.7% of the General Fund budget. This comes to an 18.6% increase from 2021-22 budgeted spending.

Citywide Physical and Economic Environment Expenditures - \$59,181,990

General Fund - \$18,814,134
Other City Funds - \$40,367,856

Utility and community environment spending includes Parks and Recreation, Community Development, Tourism (housed in Non-Departmental expenditures within the General Fund), and the City’s three utility funds – Water, Sewer, and Storm & Surface Water. In 2023-24, the projected cost of these services totals \$59,181,990, or 18% of the overall City budget. This is a 25.8% increase from budgeted 2021-22 spending.

General Fund budgeted expenditures in this category for 2023-24 total \$18,814,134, or 14.8% of the overall General Fund budget. This amounts to a 20.5% increase from the 2021-22 budget.

Citywide Debt Service Expenditures - \$20,793,469

General Fund - \$196,813
Other City Funds - \$20,596,656

In 2023-24, budgeted Citywide debt service spending totals \$20,793,469, or 6.3% of the total Citywide budget.

The General Fund’s budgeted debt service expenditures amount to \$196,813, or 0.2% of the General Fund budget in 2023-24. This figure is entirely attributable to payments on a capital lease for a Police evidentiary vehicle storage facility, which became a need when the City’s Shop 1 was demolished as part of a state Department of Transportation project.

Debt Limit Capacities

State law dictates that City debt cannot be incurred in excess of the following percentages of total assessed valuation of taxable properties within the City:

- 1.5% without a vote of the people
- 2.5% with a vote of the people
- 5.0% with a vote of the people, provided the debt in excess of 2.5% is for utilities
- 7.5% with a vote of the people, provided the debt in excess of 5.0% is for utilities, parks, or open space development.

Debt Capacity as of January 1, 2022									
Regular levy assessed value less annexations				\$12,625,870,743					
Item	Without a Vote		With a Vote of the People				Total Capacity		
	1.5%		1.0%		2.5%		2.5%	7.5%	
Legal limit	\$189,388,061		\$126,258,707		\$315,646,769		\$315,646,769	\$946,940,306	
Outstanding net debt	80,077,509		33,977,084					114,054,593	
Margin available	\$109,310,552		\$92,281,623		\$315,646,769		\$315,646,769	\$832,885,713	
Debt Service requirements to maturity									
Year	GO Bond 2013 B		GO 2014 LIFT Bond		PWTF Loan		Totals		
	Principal	Interest	Principal	Interest	Principal	Interest			
Governmental Activities									
2023	450,000	245,063	875,000	1,121,125	447,123	10,060		3,148,371	
2024	470,000	227,063	920,000	1,076,250	447,123	8,942		3,149,378	
2025	490,000	208,263	965,000	1,029,125	447,123	7,825		3,147,335	
2026	510,000	188,663	1,015,000	979,625	447,123	6,707		3,147,117	
2027-2031	2,855,000	690,513	5,920,000	4,060,500	2,235,615	16,767		15,778,395	
2032-2036	1,300,000	117,000	5,925,000	2,421,125				9,763,125	
2037-2041			7,240,000	905,000				8,145,000	
Subtotal	\$6,075,000	\$1,676,562	\$22,860,000	\$11,592,750	\$4,024,109	\$50,303		\$46,278,721	
Year	2019 Public Safety Bonds		2021 Public Safety Bonds		Sno. Co. PWA Fund		CH Lease Revenue Bonds		Totals
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
Governmental Activities - continued									
2023	860,000	767,050	270,000	344,600	12,970	973	1,665,000	1,658,615	5,579,207
2024	905,000	724,050	280,000	331,100	12,970	778	1,750,000	1,575,427	5,579,325
2025	950,000	678,800	295,000	317,100	12,970	584	1,840,000	1,487,552	5,582,006
2026	995,000	631,300	310,000	302,350	12,970	389	1,930,000	1,395,594	5,577,603
2027-2031	5,755,000	2,381,950	1,805,000	1,262,500	12,970	195	10,990,000	5,639,116	27,846,731
2032-2036	6,825,000	1,317,000	2,245,000	809,600			13,190,000	3,439,995	27,826,595
2037-2041	4,605,000	279,000	2,670,000	328,800			9,230,000	471,183	17,583,983
Subtotal	\$20,895,000	\$6,779,150	\$7,875,000	\$3,696,050	\$64,849	\$2,919	\$40,595,000	\$15,667,481	\$95,575,449
Year	2014 Revenue Bond		PWTF Loan		Sno. Co. PWA Fund		Totals		
	Principal	Interest	Principal	Interest	Principal	Interest			
Business-Type Activities									
2023	855,000	451,969	45,516	1,138	6,250	844			1,360,716
2024	900,000	409,219	45,516	1,024	6,250	750			1,362,759
2025	945,000	364,219	45,516	910	6,250	656			1,362,551
2026	995,000	316,969	45,516	797	6,250	563			1,365,094
2027-2031	5,415,000	1,137,706	227,581	2,276	31,250	1,406			6,815,219
2032-2034	3,675,000	254,025	45,852	114					3,974,991
Subtotal	\$12,785,000	\$2,934,107	\$455,497	\$6,257	\$56,250	\$4,219			\$16,241,331
Total									\$158,095,501

Citywide Capital and Infrastructure Expenditures - \$114,543,254

General Fund - \$25,000
Other City Funds - \$114,518,254

Citywide budgeted capital and infrastructure spending for 2023-24 totals \$114,543,254 or 35% of the overall City budget. This is an 0.5% increase from the 2021-22 budget, and provides for \$10,397,034 in scheduled capital asset replacement, \$920,811 in capital outlay, \$96,004,794 for capital projects, and \$7,220,615 for depreciation expense. \$95,879,794 of this total has been identified and funded in the City's 2023-29 Capital Facilities Plan (CFP).

(Note that the CFP is a seven-year planning document, while the biennial budget actually appropriates funding for capital projects. The CFP is available on the City's website, or by request from the City Clerk's office.)

Scheduled asset replacement takes place in the Asset Replacement Fund, an internal service fund that serves as a kind of savings account for asset replacement and infrastructure maintenance needs. Monies are allocated to the Asset Replacement Fund in each budget cycle, based on the future costs and expected life cycles of assets. Based on projected set-asides, the Asset Replacement Fund has sufficient funding to cover purchases for the next seven years.

Capital outlay is defined as an expenditure over \$5,000 that results in the acquisition, or addition to, capital fixed assets. Capital assets include items such as land, buildings, and equipment. These items are expensed in the fund or department making the initial purchase, and then are added to the City's asset replacement schedule.

Capital projects are accounted for within the City's Capital Improvements Fund and its three utility funds. 2023-24 capital projects are funded with resources such as Real Estate Excise Tax (REET), utility user fees, impact and mitigation fees, grants, bond proceeds, Asset Replacement Fund resources, and proceeds from the sale of surplus properties.

The following charts itemize the City’s budgeted 2023-24 capital spending.

Fund	Description	CFP #	2023	2024	Project Funding
001 General					
	Public Works - Vehicle for construction inspector		25,000	-	General Fund
			\$25,000	\$0	
101 Street Fund					
	Cherry Hill right-of-way restoration		\$125,000	-	Street Fund
	Municipal Cleaning Vehicle (Street 50% share)		154,325	-	Street Fund
	School zone flashing beacons		100,000	-	Street Fund
			\$379,325	\$0	
114 Public Safety Levy					
	Police - 5 vehicles (PROACT team x 2, SOSO, Traffic, Detective)		\$360,000	-	PS Levy
			\$360,000	\$0	
115 American Rescue Plan					
	Bothell Comprehensive Plan - transportation element	OP13	\$600,000	\$200,000	CFP/ARPA
	Demolishment of vacant buildings & structures	P30	650,000	-	CFP/ARPA
	Main & Festival Street Improvements	T102	384,000	616,000	CFP/ARPA
	Bothell Operations Center - keycard system replacement		80,000	-	ARPA
	Bothell Operations Center - video system replacement		100,000	-	ARPA
			\$1,814,000	\$816,000	
305 Capital Improvement					
	Shop 1 Building Replacement	F4	\$5,175,509	\$0	CFP
	General Park Improvement Program	OP1	112,000	25,000	CFP
	Citywide Master Park Planning	OP2	80,000	50,000	CFP
	Annual Pavement Preservation Program	OP3	375,377	745,000	CFP
	Bridge Inspection, Maintenance, Repair & Rehabilitation	OP4	236,000	133,000	CFP
	Neighborhood Traffic Calming Program	OP5	75,000	75,000	CFP
	Sidewalk/Walkway Program	OP6	1,643,000	1,643,000	CFP
	Collector Corridor Safety Program	OP7	135,000	85,000	CFP
	Citywide Child Pedestrian School/Park Zone Safety Program	OP8	20,000	20,000	CFP
	Safety Upgrade & Replacement Program	OP10	80,000	80,000	CFP
	Bicycle Program	OP11	2,000,000	500,000	CFP
	Bothell Comprehensive Plan - transportation element	OP13	100,000	-	CFP
	Crosswalk Program	OP14	213,000	213,000	CFP
	1st Lt Nicholas Madrazo Park	P11	100,000	2,460,000	CFP
	Park at Bothell Landing Improvements	P20	250,000	-	CFP
	Horse Creek Plaza	P21	300,000	637,000	CFP
	Former Wayne Golf Course Master Plan & Designs	P31	-	250,000	CFP

Skate Park & Pump Track	P33	60,000	-	CFP
Dog Park	P34	25,000	-	CFP
Former Wayne Golf Course Trail Connector	P35	50,000	1,200,000	CFP
North Creek Trail Section 4	T2g	5,850,000	39,000	CFP
102nd Ave NE Bridge Replacement	T9	350,000	-	CFP
Downtown Contaminated Soil & Groundwater Clean Up	T47	5,080,000	1,283,000	CFP
SR522 Stage 3 Improvements	T54	350,000	15,000	CFP
Sound Transit - Bus Rapid Transit (Bothell segment)	T60	204,000	10,000	CFP
Adaptive Signal Control System - Phase 1	T65a	2,000	2,000	CFP
Adaptive Signal Control System - Phase 2	T65b	3,000	3,000	CFP
Meridian Ave S & 240th St SE Roundabout	T66	1,844,052	-	CFP
Beardslee Blvd Widening (Campus to I-405)	T70	1,034,471	74,866	CFP
228th St SE from 35th St SE to 39th Ave SE Widening	T73	165,000	122,000	CFP
Bothell Way Multimodal Improvements	T74	1,246,000	6,210,000	CFP
7th Ave SE / 88th Ave NE Non-Motorized Improvements	T77	5,000	-	CFP
Stream Rockery Repair (North of NE 190th St)	T78	19,091	6,415	CFP
Bothell-Everett Highway Interim Rechannelization	T79	20,000	100,000	CFP
130th Place NE & 132nd Ave NE Sidewalk Improvements	T84	162,000	1,223,000	CFP
Juanita-Woodinville Way Overlay Project	T85	2,000	-	CFP
102nd Ave NE Downtown Access Improvements	T86	893,821	294,367	CFP
228th St SE Pavement (2nd Ave SE to 9th Ave SE)	T89	1,857,010	-	CFP
NE 195th St Pavement	T90	292,000	2,022,000	CFP
Multiway Boulevard & Crossroads Street Light Reorientation	T91	152,000	-	CFP
240th St SE & 35th Ave SE Intersection Improvements	T92	90,923	-	CFP
Bothell-Everett Highway Pavement (240th St SE to I-405 Limits)	T94	1,954,823	1,544,000	CFP
Rectangular Rapid Flashing Beacons at School Crosswalks	T95	60,000	465,000	CFP
NE 160th St Overlay (116th Ave SE to 121st Ave SE)	T96	49,000	1,166,000	CFP
North Creek Trail FEMA Repairs	T97	571,604	1,311,384	CFP
240th St SE Overlay	T100	-	139,000	CFP
NE 185th St Roadway Improvements	T101	2,734,000	2,593,000	CFP
224th St SW Sidewalk Improvements	T103	50,000	194,000	CFP
5th Ave W Sidewalk (240th St SW - Shelton View Elementary)	T104	250,000	185,000	CFP
Canyon Park Transportation Demand Management (TDM)	T106	165,666	290,333	CFP
Downtown Sound Transit Access - 104th Ave NE	T107	50,000	232,000	CFP
East Riverside Drive Trail (102nd Ave NE to City Limits)	T108	75,000	75,000	CFP
Bike Box on 104th Ave NE at NE 185th St	T111	19,000	43,000	CFP
Legal/survey/appraisal svcs - Downtown Lot P		10,000	10,000	CFP
Legal/survey/appraisal svcs - Downtown Lots D and EFG		10,000	10,000	CFP
		\$36,651,347	\$27,778,365	
306 Public Safety Capital Fund				
New Downtown Fire Station 42	F3	\$3,530,000	\$0	PS Bond
		\$3,530,000	\$0	

401 Water					
	Annual Water Main Capital Replacement	W1	\$890,736	\$72,580	CFP
	Annual Water Facility Improvements	W2	50,000	50,000	CFP
	Valhalla Utility Project (Water)	W5	2,960,000		CFP
	Morningside Water System Improvements	W6	450,000	-	CFP
	Northshore Utility District Norway Hill Intertie	W8	50,000	-	CFP
	Bloomberg Reservoir Repair or Replacement	W10	90,140	811,260	CFP
	NE 185th St Utility Improvement Project (Water)	W11	710,450	710,450	CFP
	Maywood Hills Reservoir Replacement	W12	-	56,540	CFP
	Woodcrest Utility Improvement Project	W13	795,723	-	CFP
	Depreciation expense		913,273	901,853	Water Fund
			\$6,910,322	\$2,602,683	
402 Sewer					
	Annual Sewer Main Capital Replacement	S1	\$446,147	\$30,000	CFP
	Sewer "Cure in Place" Piping	S3	500,000	-	CFP
	Lift Station 1 Bypass	S13	2,057,408	-	CFP
	Valhalla Utility Project (Sewer)	S14	1,147,000	-	CFP
	NE 185th St Utility Improvement Project (Sewer)	S15	558,000	593,000	CFP
	Woodcrest Utility Improvement Project	S17	771,648	-	CFP
	Vehicle for Fats/Oils/Grease ("FOG") staff position		38,000	-	Sewer Fund
	Depreciation expense		653,351	620,268	Sewer Fund
			\$6,171,554	\$1,243,268	
406 Storm & Surface Water					
	Annual Storm & Surface Water Capital Improvements	SW1	\$544,000	\$214,000	CFP
	Annual Storm & Surface Water Retrofit Improvements	SW2	145,000	400,000	CFP
	Storm "Cure in Place" Piping	SW3	155,000	300,000	CFP
	Sammamish River Side Channel - monitoring/maintenance	SW12	18,000	18,000	CFP
	Downtown Revitalization Utility Improvements (Storm)	SW13	500,000	-	CFP
	Blyth Park Erosion Control	SW14	558,000	-	CFP
	Sammamish River & Waynita Creek Restoration	SW20	333,000	1,900,000	CFP
	35th Ave SE Drainage Improvements	SW23	296,000	1,350,000	CFP
	Norway Hill - 104th Ave NE from 16039 to 15949	SW25	-	80,000	CFP
	Valhalla Utility Project (Storm)	SW27	1,182,000	-	CFP
	NE 185th St Utility Improvement Project (Storm)	SW28	557,000	557,000	CFP
	Woodcrest Utility Improvement Project	SW29	722,000	-	CFP
	Parr Creek 195th Fish Passage	SW30	590,000	1,250,000	CFP
	Backup CUES camera head		21,000	-	Storm Fund
	Embankment mower		68,161	-	Storm Fund
	Municipal Cleaning Vehicle (Storm 50% share)		154,325	-	Storm Fund
	Depreciation expense		1,365,469	1,354,416	Storm Fund
			\$7,208,955	\$7,423,416	
501 Equipment Rental					
	Depreciation expense		\$8,437	\$6,632	Allocations
			\$8,437	\$6,632	
502 Self-Insurance					
	Depreciation expense		\$2,678	\$2,678	Allocations
			\$2,678	\$2,678	
505 Asset Replacement					
	See detailed listing in Asset Replacement Fund section		\$5,186,220	\$6,422,374	Replacement
			\$5,186,220	\$6,422,374	
			TOTAL	\$68,247,838	\$46,295,416

Fund	Description	Transfers In	Transfers Out
General	Finance / HR Allocations - from Water, Sewer, Storm, PS Levy	1,379,770	
	Legal Allocations - from Water, Sewer, Storm, PS Levy	204,040	
	Executive / Clerk Allocations - from Water, Sewer, Storm, PS Levy	673,646	
	Information Services Allocations - from Water, Sewer, Storm, PS Levy	1,117,506	
	Facilities Allocations - from Water, Sewer, Storm, PS Levy	307,418	
	Sustainability/Recycling Funding - from Capital Improvements Fund	100,000	
	Supervisory Transportation Engineer transfer - from Arterial St Fund	443,747	
	Fire Station Line of Credit Repayment - from Fire Impact Fees Fund	210,000	
	City Hall Lease Subsidy - to Capital Improvements Fund		1,000,000
	Fleet & Equipment Rental Allocations		3,944,946
	Self-Insurance Departmental Allocations		3,017,999
	LEOFF Subsidy - to Self-Insurance Fund		305,824
	Replacement Set-Aside (non-vehicle) - to Asset Replacement Fund		4,000,000
	Line of Credit for Fire Station Project - to Public Safety Capital Fund		2,100,000
	Contribution to Fire Station Project - to Public Safety Capital Fund		75,000
Street	Fleet & Equipment Rental Allocation		498,342
	Self-Insurance Allocation		638,452
	Safe Streets/Sidewalks Levy - to Capital Improvements Fund		8,379,077
Arterial Street	Capital Facilities Plan transfer - to Capital Improvements Fund		5,673,453
	Supervisory Transportation Engineer transfer - to General Fund		443,747
Park Cumulative Reserve	Capital Facilities Plan transfer - to Capital Improvements Fund		3,635,410
Fire Impact Fees	Fire Station Project Contribution - to Public Safety Capital Fund		500,000
	Fire Station Line of Credit Repayment - to General Fund		210,000
Public Safety Levy	Information Services Allocation - to General Fund		393,982
	Finance / HR Allocation - to General Fund		296,052
	Legal Allocation - to General Fund		81,434
	Executive / Clerk Allocation - to General Fund		268,860
	Facilities Allocation - to General Fund		11,946
	Fleet & Equipment Rental Allocation		100,924
	Self-Insurance Allocation		105,156
	City Hall Lease Subsidy - to Capital Improvements Fund		52,848
LIFT GO Bond	LIFT Bond transfer - from Capital Improvements Fund	1,992,375	
2013 GO Bond	2013 GO Bond transfer - from Capital Improvements Fund	1,392,126	
Capital Improvements	City Hall Lease Subsidy - from General/PS Levy/Water/Sewer/Storm	1,877,980	
	Capital Facilities Plan transfer - from Arterial Street Fund	5,673,453	
	Capital Facilities Plan transfer - from Park Cumulative Reserve Fund	3,635,410	
	Safe Streets/Sidewalks Levy - from Street Fund	8,379,077	
	Sustainability/Recycling Funding - to General Fund		100,000
	LIFT Bond transfer - to LIFT GO Bond Fund		1,992,375
	2013 GO Bond transfer - to 2013 GO Bond Fund		1,392,126

Public Safety Capital	Fire Station Line of Credit - from General Fund	2,100,000	
	Fire Station Project Contribution - from General Fund	75,000	
	Fire Station Project Contribution - from Fire Impact Fees Fund	500,000	
Water	Information Services Allocation - to General Fund		175,196
	Finance / HR Allocation - to General Fund		370,986
	Legal Allocation - to General Fund		31,594
	Executive / Clerk Allocation - to General Fund		104,308
	Facilities Allocation - to General Fund		77,904
	Fleet & Equipment Rental Allocation		309,550
	Self-Insurance Allocation		313,259
	City Hall Lease Subsidy - to Capital Improvements Fund		162,668
Sewer	Information Services Allocation - to General Fund		184,422
	Finance / HR Allocation - to General Fund		449,122
	Legal Allocation - to General Fund		30,086
	Executive / Clerk Allocation - to General Fund		99,330
	Facilities Allocation - to General Fund		75,344
	Fleet & Equipment Rental Allocation		404,240
	Self-Insurance Allocation		273,056
	City Hall Lease Subsidy - to Capital Improvements Fund		154,676
Storm & Surface Water	Information Services Allocation - to General Fund		363,906
	Finance / HR Allocation - to General Fund		263,610
	Legal Allocation - to General Fund		60,926
	Executive / Clerk Allocation - to General Fund		201,148
	Facilities Allocation - to General Fund		142,224
	Fleet & Equipment Rental Allocation		980,740
	Self-Insurance Allocation		85,397
	City Hall Lease Subsidy - to Capital Improvements Fund		507,788
Equipment Rental	Fleet Allocations - All Funds	6,254,184	
	Fleet Replacement Transfer - to Asset Replacement Fund		2,696,920
	Self-Insurance Allocation		18,889
Self-Insurance	Self-Insurance Allocations - All Funds	4,452,208	
	LEOFF Subsidy - from General Fund	305,824	
	Fleet & Equipment Rental Allocation		15,442
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	2,696,920	
	Replacement Set-Aside (non-vehicle) - from General Fund	4,000,000	
	Total Operating Transfers & Interfund Transactions	\$47,770,684	\$47,770,684

Operating transfers and interfund transactions are excluded from the total adopted budget so that expenditures and revenues are not overstated due to these items being accounted for in more than one fund. Operating transfers and interfund transactions happen for a variety of reasons. Transfers are made to subsidize projects in other funds, to pay for costs in one fund associated with operations in another fund, when revenue is required to be accounted for in one fund but can be used to support a portion of a project in another fund, or when one fund is providing services to another fund.

Fund Balance

The City adopted financial policies call for maintaining reserves within the General Fund equivalent to 90 days’ worth of General Fund expenditures (approximately 25% of budgeted annual expenditures). General Fund reserves protect against unanticipated revenue shortfalls, and help to ensure that in a sudden or unexpected economic change, the City’s immediate obligations could still be met without compromising its fiscal stability or services to its residents.

Classifications of Fund Balance

- Nonspendable – Amounts that are not in a spendable form.
- Restricted – Amounts constrained to a specific purpose by the provider.
- Committed – Amounts constrained by the government’s highest authority (City Council)
- Assigned – Amounts the government intends for a specific purpose.
- Unassigned – Amounts available in the General Fund for any purpose.

General Fund	
Estimated Ending Fund Balance at 12/31/2024	
Committed	
Imprest funds	\$16,750
Restricted	
Tourism (lodging tax)	\$966,740
Donated funds	\$203,648
Forfeited proceeds (Police)	11,035
	\$1,181,423
Assigned	
Capital projects	\$1,711,130
Unassigned	
Unassigned reserves	\$14,686,943
2024 General Fund Estimated Ending Fund Balance	\$17,596,246

See the “2023-24 Budget Overview” chart at the end of this section for projected fund balances for all City funds at 12/31/24.

By the end of the 2023-24 biennium, the following funds are budgeted to spend down their fund balances by more than \$100,000:

Fund	Amount	Description
General Fund		
General Fund	\$6,154,405	Transfers to Asset Replacement Fund
Special Revenue Funds		
Street	\$2,473,415	Transfers to Capital Improvements Fund for Safe Streets & Sidewalks Projects
Fire Impact Fees	\$600,000	Transfers to Public Safety Capital Fund and General Fund for fire station projects
Public Safety Levy	\$246,744	Purchasing five police vehicles scheduled for 2021-22 (supply chain delays)
American Rescue Plan	\$7,674,660	Spending down ARPA funds from 2021-22
Capital Funds		
Capital Improvements	\$6,401,954	Per Capital Facilities Plan
Public Safety Capital Fund	\$839,000	Completion of fire station projects
Utility Funds		
Water	\$2,740,734	Per Capital Facilities Plan
Sewer	\$2,961,265	Per Capital Facilities Plan
Storm & Surface Water	\$6,333,028	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	\$4,498,299	Per Asset Replacement Schedule

Special revenue funds operate using restricted funds, and/or through a General Fund subsidy. In both instances, the fund balance is intended to provide the service or complete the project for which the City received the restricted funds, or to reduce the General Fund subsidy required in a subsequent budget period.

Utility and Internal Service funds are funded by user fees. Their billing rate structures are designed to fully cover the costs of providing the service, and to finance future capital improvement projects and scheduled asset replacement needs. Fund balances in these funds that are not designated as emergency or operating reserves are typically designated for future one-time capital spending.

Fund	Projected Balance 12/31/2022*	2023 Projected Revenues	2023 Expenditure Appropriation	2023 Depreciation Appropriation**	Projected Balance 12/31/2023	2024 Projected Revenues	2024 Expenditure Appropriation	2024 Depreciation Appropriation**	Projected Balance 12/31/2024
General Fund	\$23,750,651	\$66,862,561	\$70,576,487	\$0	\$20,036,725	\$68,498,286	\$70,938,765	\$0	\$17,596,246
Budget Stabilization Fund	3,500,000	0	0	0	3,500,000	0	0	0	3,500,000
Special Revenue Funds									
Street	4,266,319	6,776,041	7,923,974	0	3,118,386	6,986,885	8,312,367	0	1,792,904
Arterial Street	7,290,119	5,543,460	3,702,680	0	9,130,899	5,484,458	2,414,520	0	12,200,837
Park Cumulative Reserve	9,122,977	700,000	302,000	0	9,520,977	4,033,132	3,333,410	0	10,220,699
Drug Seizure Fund	187,072	17,000	18,000	0	186,072	17,000	14,500	0	188,572
Fire Impact Fees	950,164	55,000	500,000	0	505,164	55,000	210,000	0	350,164
Public Safety Levy	6,929,716	5,766,150	6,074,052	0	6,621,814	5,953,811	5,892,653	0	6,682,972
American Rescue Plan	10,604,467	0	4,560,057	0	6,044,410	0	3,114,603	0	2,929,807
Debt Service Funds									
LIFT GO Bond Redemption	0	1,996,125	1,996,125	0	0	1,996,250	1,996,250	0	0
2013 GO Bond Redemption	0	695,063	695,063	0	0	697,063	697,063	0	0
Public Safety Capital Bond	3,974	2,241,650	2,241,650	0	3,974	2,240,150	2,240,150	0	3,974
Capital Funds									
Capital Improvements	20,279,646	36,628,386	42,188,276	0	14,719,756	32,475,855	33,317,919	0	13,877,692
Public Safety Capital Fund	868,520	2,691,000	3,530,000	0	29,520	0	0	0	29,520
Utility Funds									
Water	4,509,147	9,886,260	12,936,995	913,273	2,371,685	7,373,402	8,878,527	901,853	1,768,413
Sewer	8,665,500	10,435,243	14,632,768	653,351	5,121,326	10,107,999	10,145,358	620,268	5,704,235
Storm & Surface Water	10,628,857	9,016,662	13,749,518	1,365,469	7,261,470	9,901,167	14,221,224	1,354,416	4,295,829
Internal Service Funds									
Equipment Rental	21,697	3,127,092	3,157,187	8,437	39	3,127,092	3,096,994	6,632	36,769
Self Insurance	42,595	2,355,038	2,355,038	2,678	45,273	2,502,994	2,502,994	2,678	47,951
Asset Replacement	6,250,000	3,663,060	6,439,006	729,711	4,203,765	3,482,560	6,596,473	661,849	1,751,701
Trust and Agency Funds									
Cemetery Endowment	84,013	0	0	0	84,013	0	0	0	84,013
Firemen's Pension Reserve	381,425	80,000	72,000	0	389,425	80,000	72,000	0	397,425
Subtotal	\$118,336,859	\$168,535,791	\$197,650,876	\$3,672,919	\$92,894,693	\$165,013,104	\$177,995,770	\$3,547,696	\$83,459,723
Less Operating Transfers		(14,627,998)	(14,627,998)			(16,653,914)	(16,653,914)		
Less Interfund Transactions		(9,222,030)	(9,222,030)			(7,266,742)	(7,266,742)		
Total	\$118,336,859	\$144,685,763	\$173,800,848	\$3,672,919	\$92,894,693	\$141,092,448	\$154,075,114	\$3,547,696	\$83,459,723

*Figures are based on actual 2022 1st-2nd quarter and projected 3rd-4th quarter receipts and spending, not on budgeted appropriation.

**Depreciation expense does not impact liquid fund balance.

FUNDS & DEPARTMENTS

GENERAL FUND

- Legislative Branch
- Municipal Court
- Executive (City Manager’s Office & City Clerk)
- Finance
- Legal
- Human Resources
- Public Works (Facilities & Engineering)
- Information Services
- Non-Departmental Expenditures
- Police
- Fire
- Parks & Recreation
- Community Development

Legislative

The Legislative Branch is the City Council, which consists of seven council members elected at-large by Bothell voters. Each council member serves a four-year term. Every two years, elections are held for either three or four seats on the Council, and the Council appoints a Mayor and a Deputy Mayor from within its ranks.

The City Council represents the Bothell community by receiving public input, working with advisory boards and commissions, and maintaining intergovernmental relations at the local, state, and federal levels. The Council formulates legislation in the form of ordinances and resolutions, establishes and enacts public policy by setting goals and allotting resources, and appoints the City Manager.

2021-2022 ACCOMPLISHMENTS

- Approved the Phase 2 amendment for the progressive design-build of Fire Stations 42 and 45.
- Kept Main Street closed to vehicular traffic during COVID, and continued to allow restaurants to use private parking areas for outdoor dining.
- Approved the Pop-up Retail Incubator program.
- Adopted an ordinance authorizing a multi-family tax exemption program.
- Approved contracts with Gordon Thomas Honeywell to provide government relations services at both the state and federal levels. This resulted in the City receiving \$19 million from the federal government and \$7 million from the state government for the Bothell Way/Bothell-Everett Highway widening project. And at the state level, the City received \$600,000 in 2021 and \$500,000 in 2022 for the North Creek Regional Trail, and \$250,000 for a Transportation Demand Management plan at Canyon Park.
- Renamed a portion of NE 188th Street as “Veterans Memorial Drive”.
- Joined the North King County Coalition on Homelessness.
- Approved a contract for Diversity, Equity, and Inclusion (DEI) consulting services.
- Hired a new City Manager in June 2022.

2023-2024 OUTCOMES & ACTIVITIES

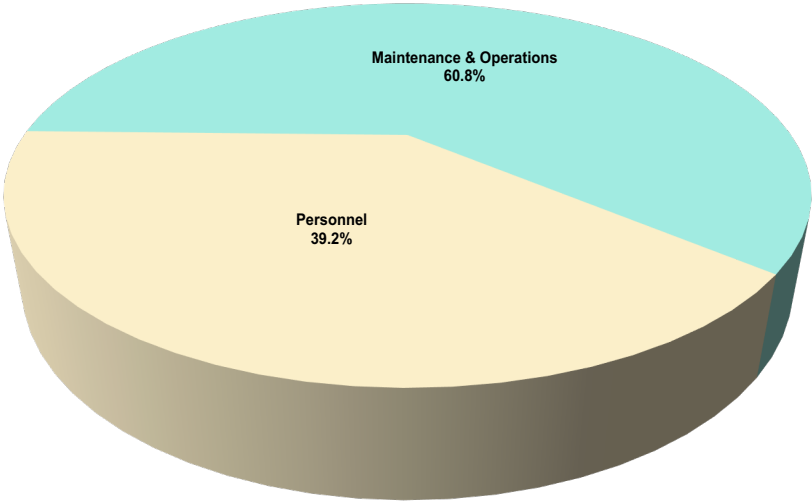
- Set annual goals and priorities.
- Legislate and govern at the policy level; address multiple issues at the policy level.
- Provide clear policy direction to the City Manager.
- Create opportunities for residents to be involved in their community.
- Provide timely and thorough responses to resident comments and complaints.

PERFORMANCE MEASURES

- Measure percentage of survey respondents who rate Bothell as a good/excellent place to live in the biennial community survey.
- Measure percentage of residents getting/definitely getting their money’s worth for their tax dollars in the biennial community survey.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$226,826	\$241,763	\$257,820
Maintenance & Operations	466,720	669,948	399,142
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$693,546	\$911,711	\$656,962
Interfund Transactions	-	-	-
Total Expenditures	\$693,546	\$911,711	\$656,962
Annual Cost Per Capita	\$14.61	\$18.75	\$13.26

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$16,057 from the 2021-22 budget. Projected cost-of-living increases are the primary drivers.
- Maintenance & operations costs are decreasing by \$270,806. Lobbying services are moving from the Legislative budget to Non-Departmental for 2023-24.

Municipal Court

The Municipal Court’s daily mission is to provide a venue for the timely resolution of alleged misdemeanor and civil violations of the law in a respectful, independent, and impartial manner. The Municipal Court, as the third branch of government within the City of Bothell, is dedicated to enhancing the quality of life and safety of our community.

Responsibilities include:

- Timely filing of infractions, criminal and gross misdemeanors, and certain civil matters.
- Providing a safe, efficient, and accessible venue for infractions and criminal/civil matters to be heard and resolved.
- Supervision of defendants under the jurisdiction of the court.

2021-2022 ACCOMPLISHMENTS

- Rewrote local court rules to prepare for changes in the law, to accommodate video access to court, and in anticipation of red-light cameras and electronic filings with the court.
- Expanded Domestic Violence Moral Recognition Therapy (DV-MRT) class offerings to internal and external probation clients.
- Created the Change Forum, a seminar offered by individuals with real life experience to lead a discussion on recovery, healing, and life after addiction.
- Created Day Detention, an alternative to jail where defendants report to the courtroom and choose a book from the court’s library to read for the duration of the session.
- Created the Bothell Community Court.
- Hired a Community Court Coordinator.
- Created the Bothell Virtual Resource Center.
- Continued virtual court and virtual jury assembly.
- Continued virtual class attendance.
- Coordinated efforts with stakeholders in response to the Blake decision that declared Washington’s liability drug possession statute to be unconstitutional.
- Continued the success of the Bothell Youth Court and other youth outreach, including mentorship for new programs.
- Continued the success of outreach programs, including bench warrant and legal financial obligation amnesty.
- Achieved acceptance into the state’s interpreter reimbursement program.

- Joined the city’s public records portal to provide more consistent services.
- Implemented new software for accepting and processing credit card payments.
- Implemented e-filing and e-fax options for filing pleadings.
- Continued educational efforts in court security, implicit bias, managing conflict, and hiring policies.

2023-2024 OUTCOMES & ACTIVITIES

Goals

- Continue accurate financial reporting to both the Administrative Office of the Courts (AOC) and the City.
- Continue accurate reporting to partners regarding exhibit retention, infraction filing, appeals, bench warrants, and probation revenue.
- Continue accurate caseload tracking.
- Anticipate red light/school zone infraction technology, and process impacts.
- Pursue solutions for a long-term hybrid courtroom.
- Explore options for the return of passport services, to better serve the Bothell community.

Upcoming Projects

- Explore technology options for a hybrid courtroom.
- Explore strategic solutions to parking, traffic, and red light/school zone camera issues.
- Explore technology solutions for the community court.
- Continue to build the Virtual Resource Center.
- Implement a new electronic case management system.

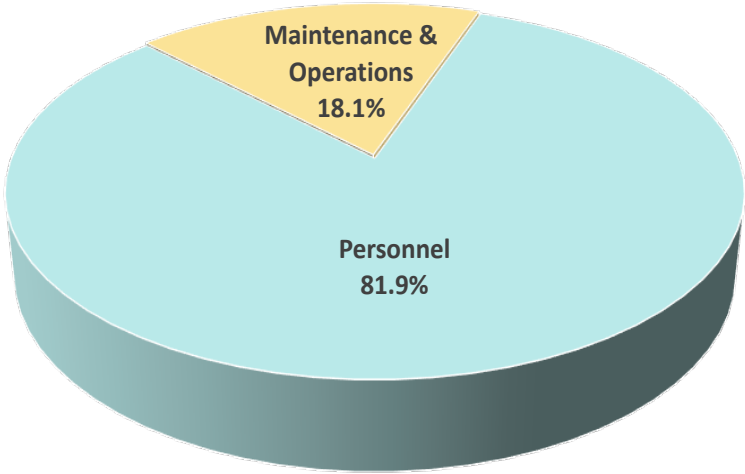
PERFORMANCE MEASURES

What the court strives to accomplish:

- Set 100% of criminal matters within 90 days of time for trial (60 days if in-custody).
- Set 100% of infractions within 120 days of filing.
- Review 100% of active probation cases for compliance at least every 30 days.
- Review 100% of monitored and record check probation cases for compliance at least every 60 days.
- Report and remit monthly City and State revenues.
- Maintain and publish local court rules.
- Maintain clear lines of communication with stakeholders.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$1,455,245	\$1,506,026	\$1,801,293
Maintenance & Operations	292,696	349,380	397,920
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$1,747,941	\$1,855,406	\$2,199,213
Interfund Transactions	19,475	56,233	29,997
Total Expenditures	\$1,767,416	\$1,911,639	\$2,229,210
Annual Cost Per Capita	\$36.83	\$38.15	\$44.40

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$295,267 from the 2021-22 budget. Projected step and cost-of-living increases, benefit cost increases, and two proposed position reclassifications are the factors contributing to the increase.
- Maintenance & operations costs are increasing by \$48,540 as the Court works to level its supply and training budgets back up to pre-pandemic levels.

Executive / Office of the City Manager

The Office of the City Manager resides within the Executive Department, along with the City Clerk’s Office. The City Manager’s responsibility is to implement the policies of the City Council. He oversees all functions and daily operations of the city, and all department directors report to him.

Staff in this office include the City Manager, Deputy City Manager, Assistant City Manager, Executive Assistant to the City Manager, and Economic Development Manager, as well as the NPRSA (Northshore Parks and Recreation Service Area) Manager and NPRSA Records Specialist.

The City Manager’s Office is diverse with a wide array of responsibilities. Some of the more prominent duties of staff include:

- Assist Council with legislative and administrative responsibilities.
- Market and sell the City’s downtown surplus properties.
- Recruit businesses to Bothell and support all existing Bothell businesses.
- Provide oversight for the City’s communications plan; maintain the City’s website, social media, and print publications.
- Manage contracts with public defenders and the City’s grants with human services providers.

2021-2022 ACCOMPLISHMENTS

- Without interruption to city services, continued to operate at maximum efficiency with an Interim City Manager for 1-1/2 years of the biennium, successfully transitioning responsibilities to the new City Manager in June 2022.
- Delivered critical public health and safety information during the COVID-19 public health crisis by sharing county and state information, creating engaging videos and innovative social media quizzes and games, conducting community surveys, and conducting multiple virtual open houses and forums.
- Continued to lead the city through its COVID response and recovery for both staff members and the community. Assisted Bothell businesses by administering two COVID recovery grants and coordinating information/resources from the state and federal governments.
- Oversaw work toward accomplishing the Council’s goals. Provided quarterly work reports to the Council and the community.
- Continued to actively participate in the state legislative session each year. Added federal legislation monitoring to assist with the pursuit of federal funding.

- Spearheaded the City’s Diversity, Equity, and Inclusion (DEI) initiative.
- Focused engagement with community via DEI foundational work, forming a public DEI Advisory Committee, and hosting multiple community listening sessions.
- Managed contracts with public defenders, including issuing a Request for Proposal for public defender and conflict attorney services in 2023-2024.
- Led the City’s human services program by managing grant contracts, including the application process for each year; met and coordinated regionally with human services agencies and non-profits; actively participated in regional efforts to expand the RADAR Navigator, as well as a regional crisis response program.
- Completed a refresh of the City’s website. The color palette is now ADA accessible, and the site provides an enhanced user experience based on analytics.
- Implemented a community contacts database to improve engagement with community groups, leaders, and underrepresented communities.
- Successfully sold downtown Lot A to Imagine Housing for \$750,000 to build affordable senior housing. Successfully sold downtown lot D for \$12.75M to build market rate housing, with ground floor retail/commercial space.
- Implemented an exclusive “Pop Shops on Main” marketplace for retail startups, along with a small business incubator program.

2023-2024 OUTCOMES & ACTIVITIES

- Work with HR to recruit for experienced, highly-qualified professionals to fill all vacancies within the Executive Leadership Team.
- Assess community human services needs to focus city investments.
- Implement an expanded regional crisis response program, and collaborate with neighboring cities to support future siting of a regional crisis care facility.
- Begin implementation of a Diversity, Equity, & Inclusion (DEI) plan, including enhanced outreach to traditionally underrepresented communities on planning projects.
- Develop a community engagement philosophy, provide training for departments, and launch a new online engagement tool.
- Expand and deepen partnerships with key demographic group leaders, non-profits, agencies, and institutions.
- Continue to centralize and enhance citywide branding by updating communications to reflect current graphic standards, and by providing staff with templates, resources, and trainings.
- Improve user experience of the City website, to ensure community members can easily access city services and information.

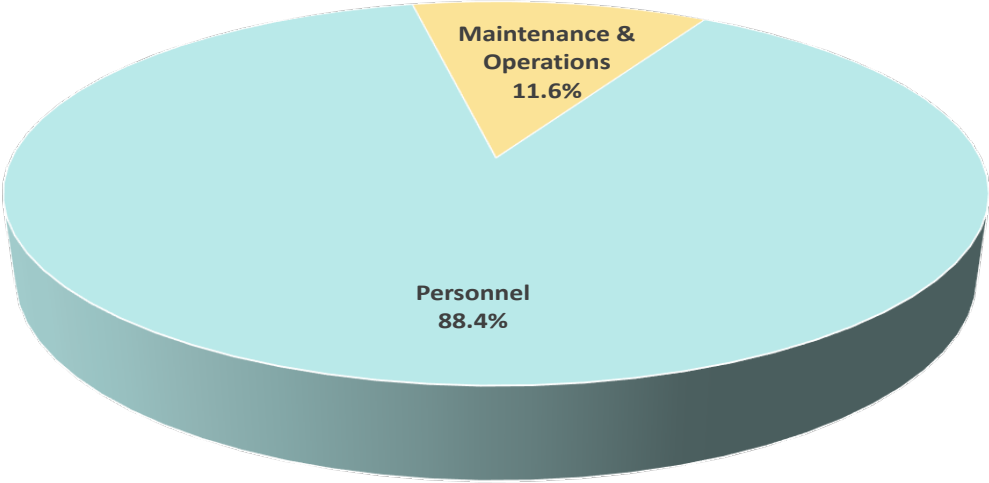
- Initiate the successful sale and development of downtown lots EFG and P South.
- Provide technical support and education for small businesses, including the “Pop Shops on Main” program.
- Conduct a “shop local” marketing campaign.
- Conduct a business retention and expansion campaign targeting Canyon Park life science businesses, including:
 - Policy and code review to support home-based businesses.
 - Child-care resources for workers and employers.
- Increase transparency and overall engagement with the community through visual storytelling – photography, videography, infographics, etc.

PERFORMANCE MEASURES

- Conduct 50 business retention and expansion (BRE) visits with Bothell businesses.
- Distribute 300 surveys to home-based business.
- Increase digital engagement by producing 1-2 videos each quarter that highlight a city service, event or program.
- Increase social media followers (Facebook and Instagram) and social media impressions (Twitter) by 10%.
- Produce 12 monthly eNewsletters and four quarterly Bothell Bridge Newsletters that highlight city services, programs and events.
- Print at least two print communications per year to engage with community members who do not engage with online platforms.
- Provide at least one training per quarter to City communications teams to enhance branding and communications.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$2,237,393	\$2,958,630	\$3,328,457
Maintenance & Operations	820,057	406,437	436,926
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$3,057,449	\$3,365,067	\$3,765,383
Interfund Transactions	15,896	618,625	1,459,307
Total Expenditures	\$3,073,345	\$3,983,692	\$5,224,690
Annual Cost Per Capita	\$64.43	\$69.19	\$76.02

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$369,827 from the 2021-22 budget. The DEI Coordinator position is increasing from half-time to full-time, and a formerly limited-term NPRSA support position (whose costs are offset by revenue) was converted to a permanent position in 2021. Cost-of-living and benefit increases are also factors.
- Maintenance & operations costs are increasing by \$30,489. Operating expenses for the “Pop Shops on Main” were added to the budget for 2023-24.
- The City’s Emergency Preparedness function is moving from Executive to Fire for 2023-24, and administration of the BCTV program is moving from Executive to Information Services.

Executive / City Clerk

The City Clerk’s Office resides within the Executive Department, along with the City Manager’s Office.

The office provides legislative support to the City Council as well as oversight and coordination of the citywide records management program. This includes public records requests, contracts, and legal notices. Other duties include serving as the election liaison to both King and Snohomish Counties, cemetery records management, public outreach and recruitment to the City’s boards & commissions, and Open Public Meetings Act and Public Records Act training.

Staff in this office include the City Clerk, Deputy City Clerk, and Public Records Officer.

2021-2022 ACCOMPLISHMENTS

- Implemented/expanded the use of numerous software programs, including:
 - Training and support for all incoming Council, board, and commission members.
 - Electronic document recording.
 - Adobe Sign software.
 - GovQA public records software, to ensure compliance with the Open Public Meetings Act and the Public Records Act.
 - iCompass agenda management software, including an electronic voting system and integration with Bothell’s YouTube channel.
- Updated the Council Protocol Manual, and established processes for Council members to raise items for Council consideration.
- Held monthly records management meetings with department public records specialists to provide updates on public records mandates, case law, and training.
- Worked with customers and Parks department employees to coordinate burials and internments at the Bothell Cemetery.
- Worked with Information Services regarding meeting room audio-visual needs in anticipation of hybrid Council meetings (July 2022); provided rules and guidelines to board/commission staff liaisons.
- Coordinated the Council vacancy recruitment process for Position # 6 (June 2022) and further coordinated the appointment process with King County Council (July/Aug 2022).

2023-2024 OUTCOMES & ACTIVITIES

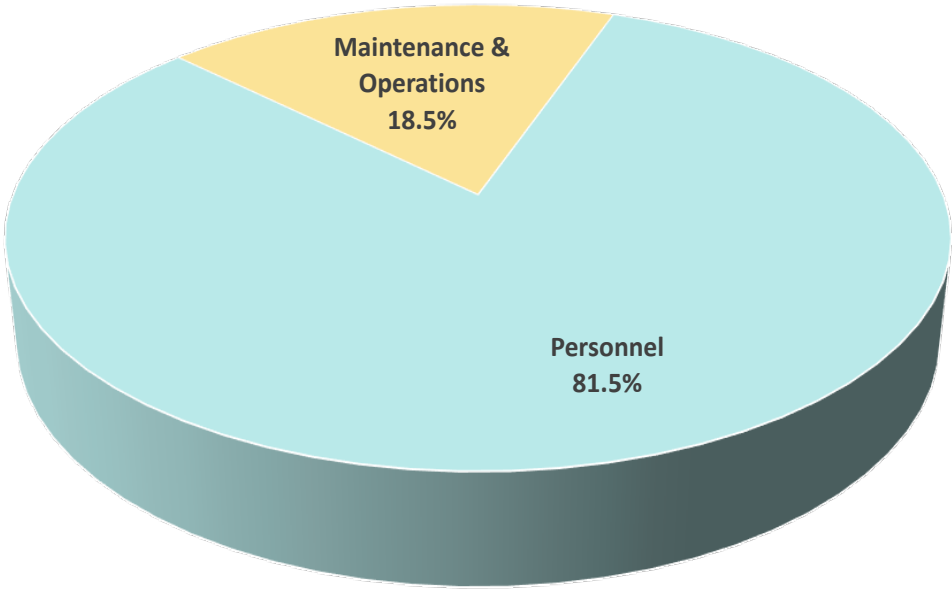
- Develop a records management policy.
- Develop a Gov QA software user manual for public records staff.
- Work with the City Manager’s office on the board and commission recruitment strategy and overall review of current boards/commissions; define strategy and philosophy of the Advisory Body Program.

PERFORMANCE MEASURES

- Provide accurate and timely meeting minutes for approval within three weeks of meeting.
- Track number of Public Records Requests received (not including CD or Police) and number closed within 10 business days.
- Track number of contracts processed and days to fully execute.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$724,642	\$797,754	\$909,575
Maintenance & Operations	85,980	90,100	206,480
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$810,622	\$887,854	\$1,116,055
Interfund Transactions	8,530	9,180	11,683
Total Expenditures	\$819,152	\$897,034	\$1,127,738
Annual Cost Per Capita	\$17.08	\$18.26	\$22.53

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$111,821 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the main drivers. The overtime budget was increased \$20,000 for 2023-24, to account for staff needed to cover the hybrid Council meeting format.
- Maintenance & operations costs are climbing by \$116,380. iCompass (meeting manager) and GovQA (records management) software subscriptions were added during the 2021-22 biennium, and are now being budgeted.

Finance

The Finance Department provides financial expertise and services that support the City's governing body in establishing strategic goals and policies and ensuring financial accountability. The Finance Department is responsible for the following:

- Accounting, reporting, and audit representation
- Revenue forecasting
- Budget administration and fiscal policy development
- Budget development and management
- Long range financial planning
- Treasury, debt, and investment management
- Payroll and benefit administration
- Capital Facilities Plan (CFP) administration and development
- Capital grant management

Strategic objectives

- Support a vibrant, livable community through collaboration, transparency, and strong financial management.
- Provide oversight and management of the City’s budget focusing on communication, accuracy, and transparency.
- Ensure processes and services are equitable, efficient, and transparent to serve customer needs.
- Provide support to City departments through collaboration, analytics, and education in the areas of accounting and finance.

Finance Department Publications

- Annual Comprehensive Financial Report (ACFR)
- Quarterly Financial Reports
- Biennial Budget
- Capital Facilities Plan (CFP)

2021-2022 ACCOMPLISHMENTS

- Implemented new payroll and timekeeping software systems.
- Maintained credit rating of Aa1.

- Issued second round of public safety bonds to complete construction of two new fire stations.
- Implemented process improvement solutions focusing on new cashiering software, remote-capture deposit, improved year-end financial controls, and payroll/ budget “help desks”.
- Increased transparency in quarterly financial reports and Finance webpage.
- Invested public resources in a prudent, safe manner to take advantage of higher yields.
- Received GFOA Certificate of Excellence in Finance Reporting award.
- Received GFOA Distinguished Budget Presentation award.

2023-2024 OUTCOMES & ACTIVITIES

Support a vibrant, livable community through collaboration, transparency, and strong financial management.

- Maintain the City’s Aa1 bond rating.
- Provide timely and accurate financial information.
- Maintain reserves to accommodate cash flow needs and safeguard the City’s resources.

Provide oversight and management of the City’s budget focusing on communication, accuracy, and transparency.

- Provide resources, communication and public outreach throughout the budget process.
- Maintain a stable and predictable revenue stream.
- Build in flexibility and contingencies for emerging priorities and opportunities.

Ensure processes and services are equitable, efficient, adaptable, and transparent to serve customer needs.

- Invest in resources for process improvement throughout the department.
- Implement the final financial reporting module of the financial system software.
- Perform internal control audits in City operations to ensure safeguarding of City resources.

Provide support to City departments through collaboration, analytics, and education in the areas of accounting and finance.

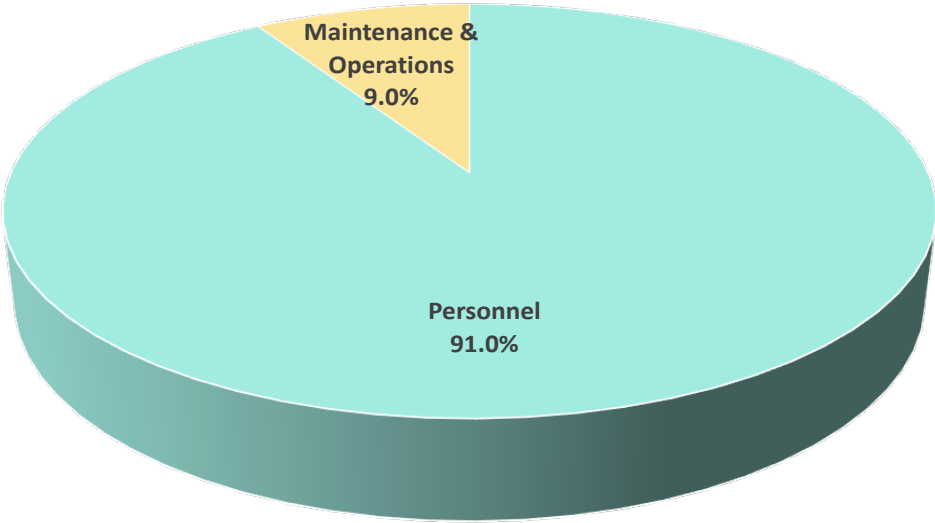
- Serve as an information source to other departments on financial management items, policies, and procedures.
- Provide City departments with the tools and knowledge necessary to be successful in managing their budgets.

PERFORMANCE MEASURES

- Implement a financial dashboard and budgeting tool to provide financial transparency and an educational tool for the community.
- Improve financial operations by modernizing daily receipting processes using remote capture, cashiering software, and minimizing daily bank trips.
- Maintain Aa1 bond rating.
- Maintain a 90-day general fund reserve balance.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$2,717,536	\$2,963,363	\$3,515,594
Maintenance & Operations	265,864	308,940	345,600
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$2,983,400	\$3,272,303	\$3,861,194
Interfund Transactions	27,726	28,304	36,999
Total Expenditures	\$3,011,126	\$3,300,607	\$3,898,193
Annual Cost Per Capita	\$62.87	\$67.28	\$77.96

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$552,231 from the 2021-22 budget. The Payroll Specialist position is increasing from half-time to full-time. Step, cost-of-living, and benefit increases are other drivers, along with Finance having five staff vacancies as of October 2021.
- Maintenance & operations costs are climbing by \$36,660. The jump is attributable to cost increases for the City’s annual audit.

Legal

The Legal Department continually strives to provide the highest quality legal services for the City of Bothell in furtherance of the public health, safety, and welfare of its residents.

Responsibilities include:

- Advise and represent the city government in its day-to-day operations.
- Represent and coordinate the defense and prosecution of all litigation involving the City.
- Provide legal support to the City Council and all City departments.
- Attend all meetings of the City Council, advising and rendering opinions upon request.
- Prepare and review ordinances, resolutions, leases, easements, agreements, and any other legal documents for City departments.
- Prosecute traffic infractions and misdemeanors committed in the City.
- Coordinate risk management services and insurance coverage with the Washington Cities Insurance Authority (WCIA).
- Review and research updates to federal, state, and local laws, ordinances, and court decisions and the preparation of memoranda and legal opinions.

2021-2022 ACCOMPLISHMENTS

- Resolved ongoing litigation matters and pre-emptively avoided other litigation.
- Upgraded prosecution forms from paper to electronic formats.
- Updated all forms used by the Bothell Police Department.
- Created a user-friendly master calendar in cooperation with the Municipal Court.

2023-2024 OUTCOMES & ACTIVITIES

Minimize the City of Bothell’s exposure to financial risks

- Respond to damage claims with a plan of action for preventing future claims of a similar nature.
- Pursue loss recovery activity to reimburse the City for losses.

Defend the City, its elected and appointed officials and employees in civil litigation

- Represent the City, its elected and appointed officials, and employees before administrative agencies, trial courts, and appellate courts.

Provide ongoing legal advice to all departments in a timely manner

- Respond to Public Records Act requests from staff within five business days.

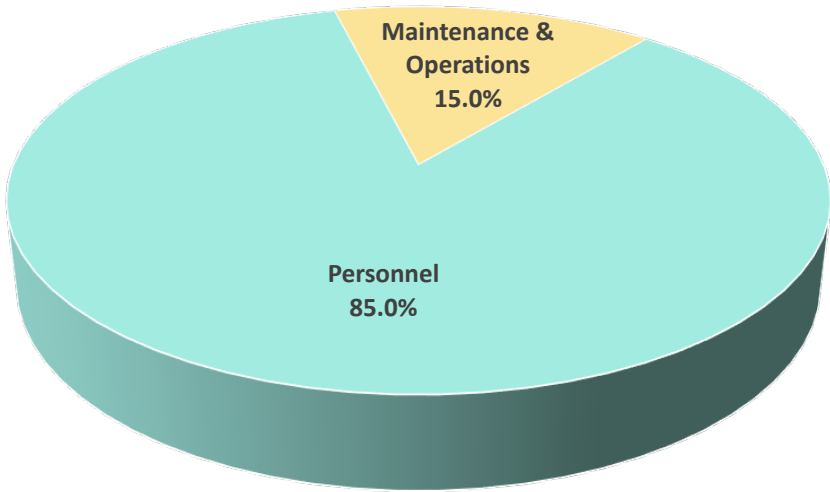
- Prepare and/or complete review of City ordinances and resolutions within ten business days.
- Review standard agreements within three business days.
- Provide a target date for providing legal advice within 48 hours.
- Continue to provide service to Domestic Violence (DV) victims.

PERFORMANCE MEASURES

	2021-2022 Target	2021-2022 Actual	2023 Target	2024 Target
% of claims filed that proceeded to litigation	N/A	N/A	<10%	<10%
% of risk losses recovered	N/A	N/A	75%	75%
% of cases set for jury trial resolved without trial	N/A	N/A	95%	95%
% of cases set for bench trial resolved without trial	N/A	N/A	90%	90%
% of cases affirmed on appeal	N/A	N/A	—	—
% of Public Records Act requests for Legal review responded to within five (5) business days	N/A	N/A	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution, or civil compromise	N/A	N/A	90%	90%
% of decisions to charge individuals with crimes in less than 30 days	N/A	N/A	90%	90%
# of jury trials held	N/A	N/A	20	30
# of cases reviewed for charges	N/A	N/A	350	375
# of appeals	N/A	N/A	3	4
# of review hearings	N/A	N/A	40	40
# of motions	N/A	N/A	50	50
# of bench trials	N/A	N/A	20	30

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$1,663,749	\$1,843,246	\$1,975,121
Maintenance & Operations	548,400	735,149	349,694
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$2,212,149	\$2,578,395	\$2,324,815
Interfund Transactions	16,154	17,594	20,446
Total Expenditures	\$2,228,303	\$2,595,989	\$2,345,261
Annual Cost Per Capita	\$46.62	\$53.02	\$46.94

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$131,875 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary factors.
- Maintenance & operations costs are decreasing by \$385,455. The 2021-22 budget had been amended to add \$500,000 for outside counsel costs; \$400,000 of that increase was removed for 2023-24 and transferred to a contingency line within Non-Departmental funds.

Human Resources

The Human Resources Department is a strategic leader in developing an innovative organization. We are committed to the health, safety, and success of our employees. We work collaboratively with City staff to foster a culture of continuous improvement, wellness, and inclusion. We develop responsible and equitable programs, initiatives, and policies that align with our community's values.

2021-2022 ACCOMPLISHMENTS

- Successfully navigated the City through all policy and rule changes related to COVID-19.
- Implemented a new employee learning management system.
- Implemented a new employee onboarding system.
- Implemented a new employee badging system.
- Negotiated and implemented new Police Guild and Captain's collective bargaining agreements.
- Successfully filled an average of over 100 regular and temporary City positions annually, including a new City Manager.
- Developed and implemented heat stress and wildfire smoke programs.
- Developed and reviewed many City policies and procedures, including a new employee remote work policy.
- Obtained the AWC Well City Award for the 14th and 15th years in a row – saving the City approximately \$200,000 in healthcare costs.
- Completed the development of the City Affirmative Action Plan and Pay Equity Study.

2023-2024 OUTCOMES & ACTIVITIES

Continual Improvement:

- Human Resources continues to automate and implement new HR systems to work towards the goal of modernizing all HR functions.
- Human Resources is a strategic business partner with other city departments in the areas of performance management, staffing, and organizational development.

Clear and meaningful policies and procedures:

- Human Resources regularly evaluates and updates the City's policies and procedures in order to communicate clear and meaningful expectations to our City employees.
- Human Resources works collaboratively with our City labor unions to ensure labor contracts are implemented effectively.

Safe and Healthy Workplace:

- With the implementation of new safety programs, guidelines, and trainings, Human Resources is actively working to make sure our employees go home safely every night.
- Bothell is annually recognized as a "WellCity" and encourages employees to make healthy decisions through its wellness program.
- Human Resource continues to respond to planned and unplanned events in a post-COVID-19 world.

Strategic Employee Development:

- Human Resources will provide meaningful, cost effective and creative training targeted at improving organizational performance.
- Human Resources will begin working with City departments to develop effective succession planning strategies.

Recruitment and Retention of a Talented and Diverse Workforce:

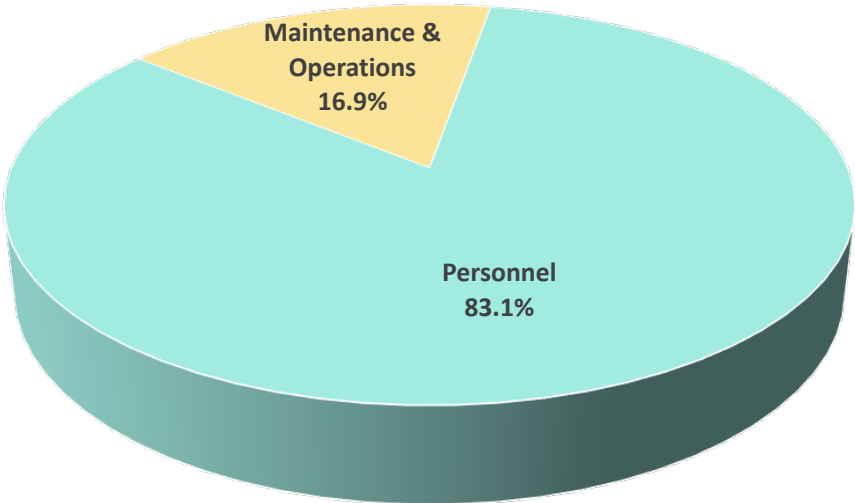
- Human Resources continuously works to ensure the City recruits the highest talent available through modern, cost-effective talent acquisition practices.
- Human Resources will work closely with the Diversity, Equity, and Inclusion ("Dive-in") Committee to implement diversity, equity and inclusion plan initiatives aimed at providing opportunities to all regardless of race, gender, or background.
- Human Resources will take active steps to better understand and improve the experience of our City employees with their feedback.

PERFORMANCE MEASURES

- Time to fill job vacancies: 65 days or less
- Vacancy rate: 15% or less
- On-time performance reviews 2023: 80% / 2024: 90%
- Employee engagement survey participation: 60%
- Employee satisfaction rate: 80%
- Eligible employees reaching "WellCity" goal: 50%
- HR satisfaction rate: 75%
- Cost of recruitment per hire: \$250
- High talent turnover rate: less than 10%
- Five year retention rate: 65%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$1,427,458	\$1,613,663	\$1,955,076
Maintenance & Operations	261,826	360,600	398,600
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$1,689,284	\$1,974,263	\$2,353,676
Interfund Transactions	102,295	32,078	151,855
Total Expenditures	\$1,791,579	\$2,006,341	\$2,505,531
Annual Cost Per Capita	\$35.60	\$40.59	\$47.52

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$341,413 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary factors. One position received a market adjustment, and the employee tuition reimbursement program was reestablished with \$50,000 in funding.
- Maintenance & operations costs are increasing by \$38,000. Funding was increased for recruiting efforts as the labor market continues to evolve.

Public Works – Facilities

Facilities Services is an internal services division responsible for maintenance, repair, cleaning, and improvements to City-owned facilities - including building maintenance and custodial services.

Building maintenance performs routine repairs, troubleshooting, and management of building systems and software, preventive maintenance programs for major equipment and building components, and energy management. Facilities Services also completes remodels on a limited basis.

The custodial group provides a safe, clean, well-maintained atmosphere in which to conduct public business.

Facilities Services works closely with all departments to ensure that capital improvements (including remodels, painting, roof repairs, etc.) are completed with minimal impact to the City’s workforce.

Mission Statement

To provide well-maintained buildings and reliable customer service with a focus on safety, health, and sustainability.

Learn more about our Facilities program at <http://bothellwa.gov/1377/Facilities>.

2021-2022 ACCOMPLISHMENT

- In November 2018, voters passed the “Safe and Secure” bond and levy. A portion of the activities for the bond and levy are being implemented by the Facilities Division, including project management of the rebuild projects for two new fire stations. Fire Station 45 was substantially complete in 2022, and Fire Station 42 is scheduled for completion in 2023.
- Completed multiple cubicle reconfigurations at City Hall.
- Completed building systems annual regulatory required inspections and certifications for building occupancy.
- Oversaw Police Department space configuration project related to the “Safe and Secure” Levy.
- Managed a small remodel of an office in Municipal Court.
- Completed equipment repair projects, including air conditioning compressors and failed garage doors.

- Worked with Emergency Management and the City’s Government Affairs Consultant to submit a federal funding request for a generator at the Bothell Operations Center (BOC), to serve as the City’s north-end emergency coordination center and support emergency operations. The request has been submitted by Senator Cantwell to the Senate Appropriations Committee.
- Implemented custodial and building maintenance safety measures in response to COVID-19.
- Completed 1,318 work orders, of which 550 involved preventive maintenance.

2023-2024 OUTCOMES & ACTIVITIES

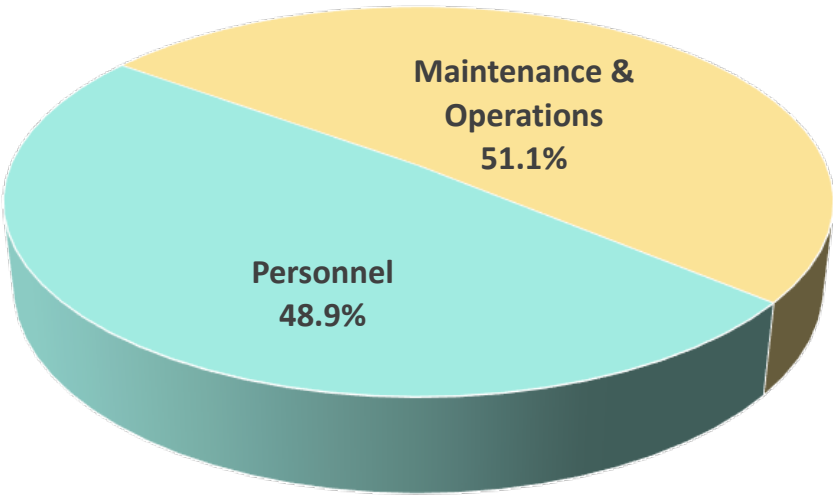
- Oversee Safe and Secure bond and levy projects, including completion and closeout of the two fire station replacement projects.
- Oversee several Facilities-related asset replacement projects.
- Perform building systems regulatory required annual inspections and certifications to maintain building occupancy.
- Develop plans and programs to meet the requirements of House Bill 1257 (“Energy Efficiency, Clean Building” program).
- Develop plans for infrastructure to accommodate electric vehicle charging stations at City-occupied buildings.
- Perform the Bothell Operations Center (BOC) backup generator installation project (if federal funding is approved, with a funding match from the City).
- Public Works is working on re-accreditation, to be completed in the fourth quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of initial response to facility maintenance and service requests within one business day	85%	85%
% of fixtures upgraded to Light Emitting Diode (LED) [based on seven buildings with outdated fixtures]	5%	5%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$1,310,897	\$1,328,288	\$1,573,008
Maintenance & Operations	1,351,584	1,488,641	1,641,141
Capital	67,737	-	-
Debt & Interest	-	-	-
Subtotal	\$2,730,218	\$2,816,929	\$3,214,149
Interfund Transactions	85,999	107,175	93,008
Total Expenditures	\$2,816,217	\$2,924,104	\$3,307,157
Annual Cost Per Capita	\$57.53	\$57.92	\$64.89

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$244,720 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary factors.
- Maintenance & operations costs are increasing by \$152,500, as Facilities scales operations back up in response to buildings re-opening and employees returning. The two new fire stations will require a new monitoring system and additional regulatory inspections as well.

Public Works – Engineering

The Engineering Division (Capital, Utilities, Development Services, and Transportation) of Public Works focuses on the planning, design, and development of the City's infrastructure. Learn more about Bothell's programs on the following web pages:

- Capital Facilities Plan Update <http://bothellwa.gov/395/Capital-Facilities-Plan-Update>
- Capital Improvement Projects <http://bothellwa.gov/675/Capital-Improvement-Projects>
- Safe Streets and Sidewalks Levy Program <http://bothellwa.gov/989/Safe-Streets-Sidewalks-Program>
- Transportation <http://bothellwa.gov/603/Transportation>
- Bothell Design and Construction Standards <http://bothellwa.gov/353/Bothell-Standards>
- Sewer Service <http://bothellwa.gov/1108/Sewer-Service>
- Surface Water Management <http://bothellwa.gov/442/Surface-Water-Resources>
- Water Service <http://bothellwa.gov/1107/Water-Service>

Responsibilities of the Capital Division include:

- Completion of capital projects identified in the adopted 2023-2029 Capital Facilities Plan.
- Implementation of annual pavement preservation and sidewalk programs, including "Safe Streets & Sidewalks" levy-funded projects.
- Administering programs including the Bridge Inspection, Maintenance, Rehabilitation and Replacement; Americans with Disabilities Act (ADA); and "Complete Streets" programs.
- Partnering in Bothell's downtown revitalization effort, including management of the downtown contaminated soil and groundwater cleanup project.
- Participating in regional work groups associated with transit and highway projects, including Sound Transit 3 and the Washington State Department of Transportation's I-405 expansion.
- Applying for transportation grants, federal appropriations, and legislative allocations.
- Transportation planning, design, programming, and implementation including:
 - Updating the transportation element of the "Imagine Bothell..." comprehensive plan.
 - Implementing transportation demand management.
 - Providing support to funding requests and grants.
- Developing the six-year Transportation Improvement Program (TIP) annual update.
- Delivering safe, quality projects in a timely and cost-efficient manner. Maximizing available funds toward the pavement preservation program, while leveraging local City funds to obtain federal and state funding for projects.
- Coordinating with outside agencies on regional transportation projects like the proposed SR 522/ NE 145th St Sound Transit bus rapid transit route (Stride 3), the I-405 bus rapid transit (Stride 2) project, and the I-405 - SR 522 vicinity to SR 527 express toll lanes improvement project.

Responsibilities of the Utilities and Development Services Division include:

- Providing engineering review and inspections in conjunction with private development and franchise utilities.
- Coordination with the City's Community Development and Fire departments to ensure compliance with design standards and development regulations for engineering reviews and inspections.
- Management and coordination of the Bothell Design and Construction Standards and Specifications annual update.
- Surface water quality programming, including the administration of the Storm & Surface Water utility.
- Long range planning for the water, sewer, and stormwater functions. These activities are funded by the City's utility funds. (See the Water, Sewer, and Storm and Surface Water budget sections for additional information.)

The Transportation Division functions as a technical resource for complex matters such as:

- Monitoring/modifying traffic signal operations to address congestion and/or improve traffic safety.
- Traffic engineering to provide a safe and efficient transportation system.
- Reviewing development projects and associated transportation impact fees, to ensure they meet our transportation standards and guidelines.
- Maintaining the citywide traffic data program.
- Investigating and responding to residents' traffic-related inquiries.

Other Engineering services include environmental cleanup of properties already underway:

- Bothell Service Center (Block D) and Ultra (City Center and Blocks EFG) sites
- Petroleum sites (former Hertz, former Paint, former Bothell Landing)
- Riverside Solvent site

Additional items

- Transportation Operations suspended the Neighborhood Traffic Calming and Collector Safety programs through mid-year 2022, as a result of staff reductions in 2020. Due to better than anticipated real estate excise tax (REET) revenues, programs will be upsized accordingly in a limited capacity as staff is able to find time to deal with high priority projects starting in the second half of 2022.
- Public Works is working on re-accreditation, to be completed in the 4th quarter of 2024.

2021-2022 ACCOMPLISHMENTS

Anticipated completion of 20 capital projects, including:

- Safe Streets & Sidewalks levy and grant funded projects
 - 2021 Slurry Seal, 2021 Crack Seal, 2021 Asphalt Patching
 - 2022 Crack Seal, 2022 Asphalt Patching
 - Pavement overlays on 228th St SE and Juanita-Woodinville Way
 - 2021 Downtown Utility and Overlay
 - 130th PI NE/132nd Ave NE Overlay
- 2019 stormwater repair
- 2021 water main improvements
- Adaptive Signal System, Phases 1 and 2
- SR 522 – Stage 3
- Sammamish River Bridge Seismic Retrofit
- Park at Bothell Landing Pedestrian Bridge
- Camden Lift Station 4 Rebuild
- Demolition of Public Works Shop 1
- Received seven transportation grants for approximately \$16.3 million in project funding, with five additional grants pending.
- Received four state legislative allocations of funding for three projects totaling approximately \$8.3 million.
- Applied for a RAISE (Rebuilding American Recovery and Reinvestment Act) from the U.S. Department of Transportation’s discretionary grant program in the amount of \$25 million for the Bothell Way NE Multimodal Improvement Project.
- Received Washington Department of Ecology Remedial Action Grants totaling approximately \$1.1 million.
- Completed citywide annual roadway striping project.
- Completed citywide annual traffic data collection, including traffic volumes and speeds on all arterials and some key local streets of concern.
- Replaced school zone flashing beacons at seven school locations in preparation for implementing the City’s first school camera enforcement program.
- Completion of 2021/2022 Design and Construction Standards update.
- Achieve Council adoption of the Bike Plan.

2023-2024 OUTCOMES & ACTIVITIES

We anticipate completing the following projects:

- North Creek Trail – Section 4, Phases 2 and 3
- Meridian Ave S & 240th St SE Roundabout
- 102nd Ave NE Downtown Access Improvements
- Bothell-Everett Highway Pavement Preservation
- NE 195th St Pavement Preservation
- 228th St SE (2nd Ave SE to 9th Ave SE) Pavement Preservation
- NE 160th St Overlay
- North Creek Federal Emergency Management Agency (FEMA) Repairs
- NE 185th St Utility & Roadway Improvements
- Main Street and Festival Street Improvements
- Lift Station 1 Bypass
- Valhalla Utility Project
- Blyth Creek Erosion Control
- Sammamish River & Waynita Creek Restoration
- Annual Arterial Sealing and Patching
- Annual Local Roads Sealing or Patching
- Major update of the “Imagine Bothell...” Comprehensive Plan – Transportation Element
- Initiate the Canyon Park Transportation Demand Management (TDM) Program (if grant funding received).
- Begin implementation of the Bike Plan.
- Continue to develop project/program funding strategies and implement by applying for grants.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% total actual completed project costs over budget*	0%	0%
Average Pavement Condition Rating for arterials**	73	75
# of audit findings on capital projects	0	0
# of Safe School Walk Routes Taskforce Tier 1 project designs completed***	0	3

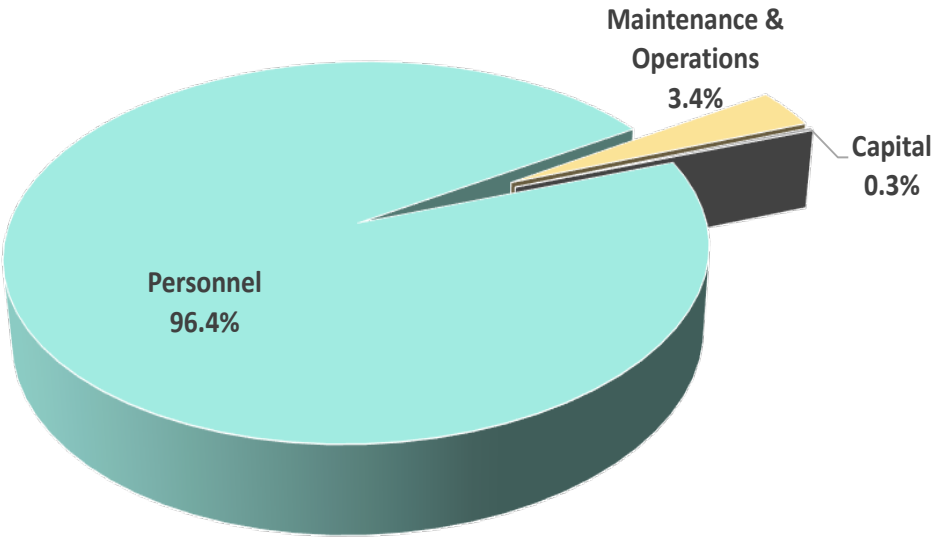
*Budget is determined at construction contract award, and does not include ongoing annual programs.

**The ultimate Safe Streets and Sidewalks levy goal for arterials is a pavement condition rating of 80.

***New Safe Streets and Sidewalks levy-associated measure - The Safe School Walk Routes Taskforce identified nine Tier 1 projects. It is anticipated that available levy funding available can fund six projects by the end of the nine-year Safe Streets and Sidewalks levy period. If the City is successful in obtaining additional grants, more projects in Tier 1 could be completed. Four projects have been completed to date, with three new grant applications submitted in 2022. The goal will be to complete at least three additional projects by the end of 2025.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$7,074,337	\$7,892,531	\$9,419,008
Maintenance & Operations	233,894	328,485	331,000
Capital	-	25,000	25,000
Debt & Interest	-	-	-
Subtotal	\$7,308,232	\$8,246,016	\$9,775,008
Interfund Transactions	221,361	262,719	252,599
Total Expenditures	\$7,529,593	\$8,508,735	\$10,027,607
Annual Cost Per Capita	\$154.00	\$169.55	\$197.36

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$1,526,477 from the 2021-22 budget. Five inspector positions were designated for market-based adjustments, and a Supervisory Transportation Engineer position was approved by Council in September 2022. Step, cost-of-living, and benefit increases are also drivers.
- Maintenance & operations costs are largely flat, increasing by just \$2,515.

Information Services

Information Services supports the technologies, including Geographical Information Systems (GIS), that are foundational to serving the residents and businesses of this dynamic community. We work collaboratively with all City departments on technology projects that support Council goals and continuously improve service to the community.

It is a key goal of Information Services to find innovative technologies that create efficiencies, reduce risk, and support fiscal responsibility. Implementing enterprise solutions that can be used by multiple departments, providing effective technology for an increasingly mobile workforce, and leveraging GIS-rich integrations and web applications are just some of the ways that Information Services is driving efficiency through innovation. We seek to leverage robust infrastructure design, sound policies, fluid disaster planning, and active information security programs to help ensure that all departments have the technology tools required to serve the public and that data is appropriately secured.

Strategic Objectives

- Maintain, secure, and support a balanced and innovative City technology portfolio.
- Connect residents and businesses with the City through technology services.
- Collaborate with City departments to plan and prioritize innovative technology investments that are aligned with Council goals.
- Provide leadership in technology investment and management to ensure fiscally responsible and equitable technology investments.

2021-2022 ACCOMPLISHMENTS

- Upgraded and introduced new technologies for improved public safety functions:
 - GIS Pre-Fire program for pre-incident planning.
 - Fire and Police mobile platform upgrades.
 - Police records/CAD (computer-aided dispatch) system upgrade.
 - Migration of Fire to New World CAD.
 - New digital evidence system.
 - Replacement of aging text-to-911 message transfer switch.
- Introduced new technologies focused on public engagement and transparency in government:
 - New cloud-based records management system.
 - GIS park address study/assignments.

- GIS support for comprehensive plan development.
 - Recreation software system replacement.
- Continued modernization of existing enterprise services and created efficiencies:
 - New human resources and payroll systems.
 - Permitting software replacement feasibility study.
 - Implementation of electronic timecard system for non-public safety staff.
 - Facilitation of effective virtual meetings by outfitting city conference rooms with virtual meeting equipment.
 - Establishing mobile audio-visual carts available at multiple city locations.
- Implemented solutions focused on technology stabilization, compliance, disaster planning, and security:
 - Implemented Lucity FOG (Fats Oils and Grease) module for environmental business compliance.
 - Modernized City VPN (virtual private network) and firewall device.
 - Implemented a hybrid (on-premise and cloud-based) backup solution.
 - Addressed a two-year PC replacement backlog.
 - Implemented technology to support a hybrid workforce in a post-COVID landscape to ensure data security for remote work and resiliency in the event of a future pandemic or emergency incident.
- Completed an Information Services organizational assessment to provide a roadmap for ensuring the department is well situated to complete and carry out a technology strategic plan.

2023-2024 OUTCOMES & ACTIVITIES

Maintain, secure and support a balanced and innovative City’s technology portfolio.

- Diversify the City’s technology portfolio with ongoing planning and established procedures for balancing cloud vs on-premise technology and GIS services.
- Continue to create and maintain a responsive, centralized geospatial library.
- Further advance robust GIS data integration with enterprise applications.
- Build a more cybersecurity aware and technically savvy workforce through training and outreach.
- Perform ongoing reevaluation of emerging technologies for opportunities to create efficiencies and improve service.
- Maintain efforts to provide technologies that reduce risk and help city departments meet legal and regulatory requirements.
- Continue to ensure fully functional, modern, sustainable services.

- Connect residents and businesses with the City through technology services.**
- Support transparency in government through ongoing efforts to introduce new (and improve existing) online public services.
 - Improve direct community engagement by leveraging the City website, GIS web applications, and events such as GIS Day.
- Work in partnership with City departments to plan and prioritize technology investments that are aligned with Council goals.**
- Leverage the Information Services Steering Committee (ISSC) year-round for more collaborative technology decisions.
 - Foster citywide engagement in technology decision-making through regular strategic user groups for enterprise services and applications.
 - Provide spatial analysis and maps that benefit business processes and support council goals.

- Provide leadership in technology investments and management to ensure fiscally responsible and equitable technology investments.**
- Foster equity in technology through development of a departmental Diversity, Equity, and Inclusion (DEI) policy that ensures DEI and accessibility are considered in technology investments, project management, processes, and outreach.
 - Complete a Technology Strategic Plan to use as a roadmap in future technology planning.
 - Provide project management and technology support for each department's technology-related initiatives.

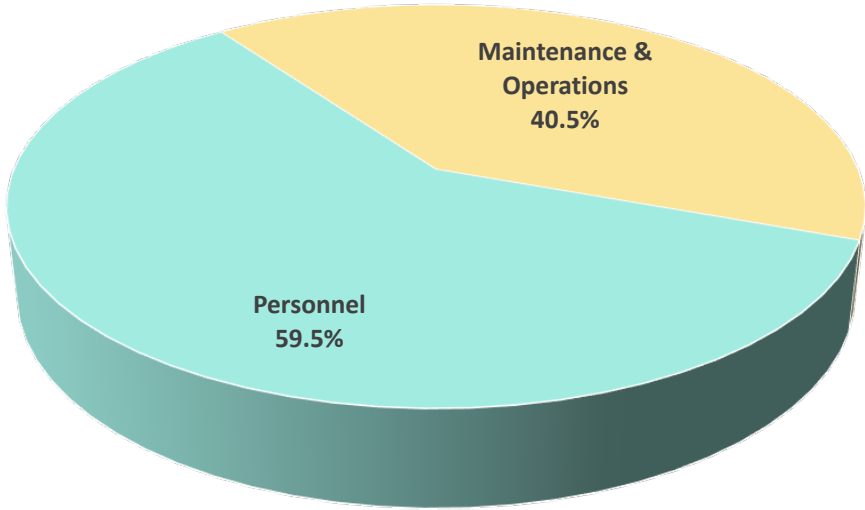
Modernize project processes and communication by leveraging technology project management software, tiered project levels, and improved project reporting.

PERFORMANCE MEASURES

Performance Measure	2021/2022 Target	2021/2022 Actual	2023 Target	2024 Target
New services introduced	N/A	9	3	3
Efficiencies realized (hours/budget)	N/A	2178 hours \$71,000	1100 hours \$25,000	1100 hours \$25,000
Number of help desk requests completed	N/A	12,511	12,400	12,400
Average customer satisfaction rating (1-5)	N/A	4.85	4.85	4.85
Percentage of projects completed	N/A	95%	100%	100%
# of projects completed (over 200 hours)	N/A	16	7	7
# of projects completed (60-199 hours)	N/A	11	6	6
Percentage of Council scorecard projects completed	N/A	N/A	100%	100%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$4,307,954	\$4,584,559	\$5,007,831
Maintenance & Operations	2,686,478	3,068,701	3,411,063
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$6,994,431	\$7,653,260	\$8,418,894
Interfund Transactions	47,651	45,897	58,420
Total Expenditures	\$7,042,082	\$7,699,157	\$8,477,314
Annual Cost Per Capita	\$147.39	\$157.36	\$169.98

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$423,272 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the main drivers. Two positions were reclassified, and seven received market-based salary adjustments.
- Maintenance & operations costs are increasing by \$342,362, as software costs continue to climb. A new public engagement software package is also included in the budget.

Non-Departmental

“Non-Departmental” serves as a division within the General Fund that includes programs and expenditures that benefit the city as a whole, and/or are not specific to a single department.

The main budget impacts contained within the 2023-2024 budget include the following:

- Arts Commission programs (administered by Parks and Recreation)
- City Hall customer service counter (administered by Community Development)
- Commute Trip Reduction program (administered by Human Resources)
- Excise taxes
- Fire hydrant maintenance fees paid to the Water Fund
- Human Services program (administered by Executive)
- Lobbying services at the federal and state levels
- Membership dues and intergovernmental agency fees
- Public defender contracts (administered by Executive)
- Sustainability programs – recycling/solid waste, hazardous waste, and water conservation (administered by Public Works)
 - Recycling: <http://bothellwa.gov/512/Recycling-Resources>
 - Solid Waste: <http://bothellwa.gov/715/Garbage-Service>
- Tourism programs (administered by Parks and Recreation)
- Unemployment taxes

2021-2022 ACCOMPLISHMENTS

Arts Commission

- Selected an artist and new art installation for the new downtown fire station.
- Produced a successful community chalk art event at the Park at Bothell Landing amphitheater.
- Held three art gallery openings showcasing local artists on the walls of City Hall.

Commute Trip Reduction

- About 83.6% of participants commute more than 60% per month using an alternative mode of transportation (i.e., walking, biking, busing, carpooling, and/or teleworking).

Human Services

- Conducted an application process for human services agencies to apply for grant funding in 2023-2024.

Public Defender

Conducted a request for proposals to contract with a public defender and conflict attorneys for 2023-2024.

Sustainability

- Educated the community about sustainability through virtual “Sustainamania” scavenger hunts.
- Conducted youth education programs to educate 355 students about water conservation and the regional water system in 2021.
- Recycled over 3 tons of bubble wrap mailers through collection boxes at City Hall.
- Held over 180 site visits for businesses through the Pollution Prevention Assistance Program, with around 20 percent of visits conducted in languages other than English.

Tourism

- Sip ‘n Stay Program resulted in 209 overnight stays in Bothell hotels. A \$10,000 investment generated \$30,000 in economic development.

2023-2024 OUTCOMES & ACTIVITIES

Arts Commission

- Manage the growing arts program, creating arts and culture opportunities for residents and visitors to enjoy.

Commute Trip Reduction

- Providing more tools to help employees create a commute trip plan using alternative mode of transportation (including utilizing the new Lynnwood link light rail and Community Transit Swift Orange line that are opening in 2024).
- Revamping the CTR program: Sending out a survey to employees on capture their current thoughts on the CTR program (what are they liking, what are they not liking, any recommendations, thoughts on ORCA cards).
- ORCA cards: Have a system where employees can rent an ORCA card and also have 10 employees who can have the opportunity to win an ORCA card for a full year that can be used for city/personal use.

Sustainability

- Promote water conservation to meet water use efficiency goals.

- Provide tools and support to businesses, multi-family properties, and single-family residences to decrease waste and increase recycling and organics diversion.
- Educate the community about disposal options for hazardous waste, recycling, and organics.
- Strengthen focus on diversity, equity, and inclusion in sustainability programs.
- Finalize a hazardous waste disposal program for the City.
- Promote environmental stewardship among City employees by managing the City’s waste and recycling program.

Tourism

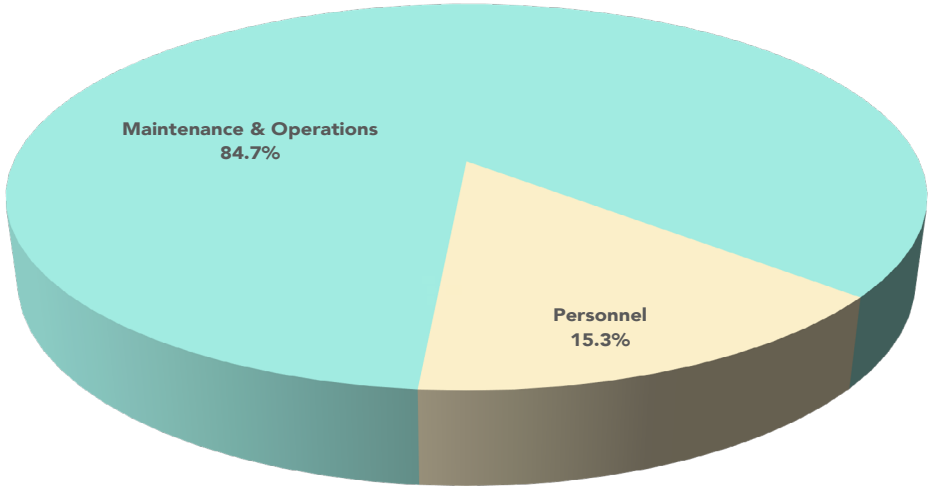
- Effectively manage hotel/motel tax revenues to promote tourism in Bothell.

PERFORMANCE MEASURES

Measure	2023-2024 Target
Overnight hotel stays supported by LTAC Programs - Sip and Stay/Board Game Series	TBD
Overnight hotel stays tied to marketing contract for "Begin at Bothell"	TBD
Visits to City Hall art gallery	10,400
# of Bothell Arts Commission grant recipients	24
% of Recology service complaints resolved within 2 business days	100%
% of food service businesses participating in compost programs	70%
% of multi-family properties participating in Waste Wise	15%
% of technical assistance visits to businesses that produce small quantities of hazardous waste (SQGs)	100%
% technical assistance visits to SQGs in languages other than English	15%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$632,017	\$602,170	\$794,175
Maintenance & Operations	3,717,495	2,962,310	4,400,199
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$4,349,512	\$3,564,480	\$5,194,374
Interfund Transactions	50,334	56,660	62,430
Total Expenditures	\$4,399,846	\$3,621,140	\$5,256,804
Annual Cost Per Capita	\$91.65	\$73.29	\$104.87

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$192,005 from the 2021-22 budget. \$70,000 was added to the unemployment assessment budget line, to reflect post-pandemic trends. Step, cost-of-living, and benefit increases are also factors.
- Maintenance & operations costs are increasing by \$1,437,889. \$425,000 was added to a contingency line item, \$324,425 in lobbying expense was moved from the Legislature budget, and \$208,600 was added to the Human Services budget line. Also, \$352,961 was added to budgeted payments made to the Water Fund for hydrant maintenance. These payments were only budgeted for one year in 2021-22; they were to have been discontinued in 2022 with a planned utility tax increase that did not occur.

Police

Mission Statement: To protect life and property through professional service and a proactive partnership with our community.

Police Operations

- Responsible for responding to emergency and non-emergency calls for service 24 hours a day, 7 days a week, 365 days a year.
- The Bothell Police Department responds to approximately 25,000 incidents per year, resulting in an estimated 23,000 hours spent on calls. This includes work by Police Officers, our Police Support Officers (PSOs), our Animal Control Officer, and our Response Awareness, De-escalation and Referral (RADAR) Navigators.

Police Support Officers

- Responsible for the coordination, care, custody, and transport of subjects from the police department - to and from local jails and court.

Traffic Officers

- Respond to collisions and provide emphasis patrols to school zones, traffic complaint areas, and areas that have a high collision rate.
- Perform technical collision investigations, traffic control, DUI enforcement, and traffic safety education.

Animal Control Officer

- Handles vicious animal complaints, animal bites, disruptive animals, injured animals, and animal cruelty calls.

Support Services

- Provides 911 communication services, along with records management.

Communications Center

- Serves as the public safety answering point for all police, fire, and medical calls coming from landlines and cell phones within the city limits of Bothell and Lake Forest Park.
- Provides radio communication for officers of Bothell and Lake Forest Park, including animal control and prisoner transport officers.

- Handles non-emergency phone calls, data entry for property and warrants, tow responses, and data research for officers - plus the monitoring of security cameras and panic alarms for the Police, Municipal Court, and City Hall buildings.

Records

- Processes and maintains all police reports, citations, and arrest reports generated by the police department, and forwards case materials to prosecutors for filing.
- Administers public records requests.
- Handles fingerprinting, Concealed Pistol License (CPL) renewal and applications, and serves as a drop-off location for safe disposal of medications.

Investigations

- Conducts follow-up investigations for felony crimes.
- Investigates Child Protective Services, Adult Protective Services, and child pornography referrals; coordinates registered sex offender notification and monitoring program.
- Provides a School Resource Officer (SRO) at Bothell High School, and a Campus Liaison Officer at UW Bothell and Cascadia College.

Administration

- Responsible for day to day operations and practices of the Police Department: provides oversight, direction, and support to ensure the following of policies, best practices, and accreditation standards.
- The responsibility of the Administrative Division, specifically the Chief, is to ensure hiring the best candidates and hold ourselves to our oath of office, code of conduct, and our agency's core values.

Risk Management / Professional Standards

- Provides specialized, critical services to support the department's mission and to ensure effective procedures within the Police Department.
- Ensures accountability and transparency are maintained, holding officers accountable to our policies.
- Responsible for organizing entry testing and internal investigations, background investigations, use of force and complaint reviews, as well as audits and reviews required for state accreditation.

Risk Management / Training

- Creates, coordinates, schedules, and documents all department training.
- Ensures requirements are met for state certification standards.
- Provides training that includes implicit bias, crisis intervention, de-escalation, defensive tactics, domestic violence updates, emergency vehicle operations, interviewing techniques, homicide investigation, first aid, CPR, AED, and legal updates.

Evidence and Property

- Manages all evidence related to criminal investigations, found property, and items held for safekeeping purposes. This involves the intake, storage, security, release, and disposal of items.

2021-2022 ACCOMPLISHMENTS

Recruiting and Hiring

- We began this budget period (January 2021) with 13 frozen staff positions. We were not able to recruit or hire at that time for a PSO, an administrative position, a Dispatch Supervisor, two Telecommunications Specialists, seven Police Officers, and one Police Sergeant. We also eliminated one contract employee who was performing background investigations.
- Since that time, we have had separations that further reduced staffing levels – however, hiring has resumed. In 2021, we had eight commissioned officers separate and we hired six; we had two non-commissioned staff separate and hired five. So far in 2022, we have had 10 commissioned officers separate and have hired 14; we have had one non-commissioned staff separate and have hired two.
- We are currently on track to fill all vacancies by the end of 2022.
- RADAR (Response Awareness, De-escalation and Referral) Program
 - Implemented ILA and using MIDD Grant funding hired RADAR Program MHP Manager and Navigators responding with officers to those in the community who are impacted by mental health challenges, drug addiction, and homelessness. By connecting people to care, efficiencies are gained when navigators free law enforcement officers to focus on additional primary life and safety responsibilities.
 - RADAR is a collaboration between the police departments of Shoreline, Lake Forest Park, Kenmore, Kirkland, and Bothell. The program improves outcomes for people with behavioral health conditions and reduces the reliance on crisis systems.
 - Mental health professional navigators respond in the field with law enforcement to directly address behavioral health needs and make referrals to community-based care.
 - The RADAR program is 100% grant funded by MIDD (Mental Illness and Drug Dependency) through a King County-wide 0.1% sales tax.
- COVID-19 Response: policy implementation, care, and wellness of community members, staff, and detainees - all while maintaining standard operations 24/7/365.

- Canine Unit: Our drug-detection dog retired and we were able to add a tracking K-9 thanks to a private donation. Allegro and his handler are welcome additions - not just to Bothell, but to surrounding agencies as well.
- Implemented and integrated a cloud-based digital evidence management system.
- Outfitted, trained and relaunched bicycle patrols.
- Designed policies, trained operators, and launched a remote-operated aerial system using two drones (one donated, one purchased). This will augment search capabilities and evaluations in emergency situations, provide aerial perspective to accidents, road closures, fires, and outdoor crime scenes, and reduce time to investigate collisions through scene mapping and measurements – meaning that vital roadways are closed or impacted for shorter periods, thus improving traffic flow.
- Contracted for secure off-site long-term evidence vehicle storage, due to the loss of space at the City’s Shop 1 site.
- Contracted for VirTra, a de-escalation and scenario-based use of force training simulator which trains law enforcement to make critical decisions in tense, uncertain, and rapidly evolving situations, under controlled computer simulation. The training scenarios involve multiple options and increasing realism by allowing scenarios to unfold based on the officer’s decisions. VirTra has a certified training curriculum that is utilized and recognized by training specialists, use of force experts, law enforcement agencies, and police training academies - including the Washington State Basic Law Enforcement Academy.
- Successful grant applications have resulted in funded acquisitions including “Less Lethal” equipment options, an additional evidence storage refrigeration unit, bike helmets for community members, Complex Coordinated Terrorist Attack (CCTA) response training, traffic safety emphasis patrols, and behavioral health and wellness support for staff.

2023-2024 OUTCOMES & ACTIVITIES

- RADAR has been a collaboration between six police departments. In 2023 the program moves from Police to Executive departments, with Kirkland assuming program oversight and finance responsibilities from Bothell. One Levy funded Navigator position will be part of Bothell’s program participation.
- The Community Engagement Coordinator position (funded by the Public Safety levy), has been filled, and is launching the Community Academy in addition to coordinating social media and taking advantage of virtual and in-person outreach opportunities.
- The Community Crime Reduction Team (also levy funded) has filled two positions and adopted a work plan, which will include proactive investigations and establishing community contacts.
- The department is exploring implementation of school zone traffic cameras at key locations. Consideration is being given to equipment installation and required staffing levels before fully initiating the program.

- The department is exploring the implementation of body-worn cameras for all officers.
- The School Outreach & Safety Officer (SOSA) position – also levy funded - remains unassigned due to low staffing levels.
- The department is preparing for the Washington Association of Sheriffs & Police Chiefs (WASPC) reaccreditation process – including assessor records review of all 137 required accreditation standards. We anticipate a successful reaccreditation in 2023.

PERFORMANCE MEASURES

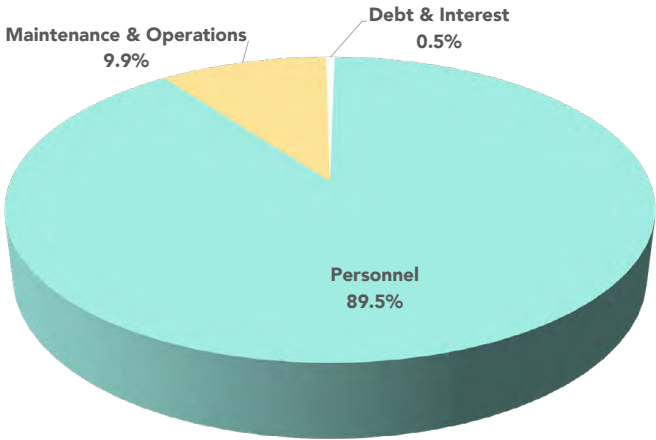
Bothell Police Department Strategic Goals and Performance Measures

- 1
- Safeguard the Community
- To protect life and property through professional service and a proactive partnership with our community.
- 2
- Wellness and Personnel Development
- Public service begins with recruiting, hiring, and developing a diverse group of men and women who are highly skilled, invested in, and resilient.
- 3
- Community Trust
- We will continue to strengthen community relationships and public trust through transparency and accountability.

2023-2024 Goal		
1,2	All staff: mandated training + additional per training plan	95%
1,3	Dispatch Services: 911 calls answered within 5 rings	100%
2	Employee Wellness	Increase resources available to staff for mental health and wellness
3	Community Outreach Events: Coffee with a Cop, Chat with the Chief, Community Academy, association meetings, Chief's Equity Action Team	2 x monthly
1,3	Levy investment Outcomes: Community Crime Reduction Team, Crime Analysis, SOSA	Increase of 10% or more in operational proactivity, crime prevention strategies, and number of students served
1,3	Navigator Interactions	10% increase annually
1	Traffic Safety and Education: Community Safety Program events, Target Emphasis patrols, school zone enforcement	Increase by 10% or more in safety events, driver contacts, and time spent in school zone enforcement
1,2	Staffing: Providing full service to our community	Full staffing of all fillable billets 95% of the time or more
2,3	Accreditation Standards	Meet or exceed State WASPC standards
1,3	Public Records Requests	Reduce the average amount of time it takes to complete requests by 5%
1, 3	Calls for Service	Improve response times for CFS by 10%
1, 3	Clearance Rate for Investigation Division Cases	Increase the number of cases cleared by detectives, by arrest or referral, by 5%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$26,629,700	\$28,579,457	\$33,470,323
Maintenance & Operations	2,837,967	3,242,454	3,709,753
Capital	-	77,750	-
Debt & Interest	-	-	196,813
Subtotal	\$29,467,667	\$31,899,661	\$37,376,889
Interfund Transactions	2,293,393	1,886,468	2,281,802
Total Expenditures	\$31,761,059	\$33,786,129	\$39,658,691
Annual Cost Per Capita	\$620.95	\$655.90	\$754.64

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$4,890,866 from the 2021-22 budget. A number of Police positions were frozen (not funded) for 2021; the 2023-24 budget assumes full staffing once again. Step, cost-of-living, and benefit increases also play a role.
- Maintenance & operations costs are increasing by \$467,299. As part of the 2021-22 budget, \$512,400 in leasing costs for school zone cameras were included for 2022. The current budget doubles that amount for two years’ worth of funding. The program’s costs will be offset by revenues once it is launched.
- The \$196,813 in debt/interest cost reflects the cost of a long-term capital lease on an evidentiary vehicle storage facility, necessitated by the loss of PW Shop 1.

Fire

The Bothell Fire Department provides all-hazards services directly to the residents of the City of Bothell and Snohomish County Fire District #10. These services include: fire suppression, emergency medical services (EMS), hazardous materials, and technical rescue. Personnel respond from three stations and maintain a minimum staffing of 12 Bothell firefighters and two Shoreline Fire Department paramedics 24/7, 365 days a year.

On November 12, 2019 the Bothell City Council approved a contract with BNBuilders and Miller Hull to design and build two new fire stations that were approved by Bothell voters in the 2018 “Safe and Secure” bond. Station 45 (Canyon Park) is scheduled to be completed by the end of August 2022. Station 42 (Downtown) is under construction, with an expected completion date of March 2023.

We continue to make progress in our 2018-2023 Strategic Plan. In 2021, we conducted our first Engine Operator test, following the civil service process. It was determined that having a testing process, along with ongoing annual recertification, brings much needed professionalism to the position and helps ensure that our engine operators can perform at the highest levels, under often very challenging circumstances.

Mission

Committed to exceptional service through preparation, prevention, and performance.

Vision

Improving the quality of “like” for our team, our partners, and those we are proud to serve while engaging the community....making every customer’s day better.

Values

Compassion Progressiveness Teamwork Humility Integrity

2021-2022 ACCOMPLISHMENTS

- Worked collaboratively with City staff and building consultants to navigate the complicated process of designing and constructing two new fire stations.
- Completed the moving of personnel and equipment from Fire Stations 45 (Canyon Park) and 42 (Downtown) into interim facilities.
- Moved Fire administration from Station 42 to City Hall.

- Hired all six of the firefighters authorized in the 2018 “Safe and Secure” levy.
- Ordered, received, and placed into service an additional aid unit that was provided for in the 2018 “Safe and Secure” levy.
- Received a “3” rating from the WSRB (Washington State Rating Bureau). The WSRB evaluates and determines an agency’s protection class that is used by insurance companies.
- Conducted a civil service-approved testing process for the Engine Operator classification, and established a hiring list.
- Conducted a civil service-approved testing process for Assistant Fire Marshal and Deputy Fire Marshal, and filled these positions.
- Continued to build community relations through the use of a survey of Northshore schools, and expanded social media participation.
- Finalized work of a physical fitness and nutrition program.
- Enrolled in the Department of Labor & Industries (L&I) FIIRE (Firefighter Injury and Illness Reduction) pilot program, reducing our L&I premiums and strengthening our safety program.
- Completed update and revision of Bothell Municipal Code, to mirror the International Fire Code.
- Fully released the inspection module of our ESO software within the Fire Department. Training was provided and module use was implemented.
- Deployed the Prefire program to Operations. This project was completed during COVID, and provides responding crews a map of the firefighting elements, hazards, and a hazard rating at each structure.
- Council approved a fireworks ban on the more dangerous fireworks, as well as banning retail sales in Bothell - improving safety and the reduction of fire hazard.
- Provided fire marshal services to a neighboring jurisdiction, Northshore Fire Department, for two years.
- Fire Marshal and staff provided support to City staff regarding COVID testing and practices.
- Reduced false fire alarm responses by proactively educating occupancies with recurring issues.
- Public Education resumed in-person outreach to schools and the community in 2022.
- The annual DUI Drill returned for Bothell High School students. It was held prior to the prom, for students to witness the consequences of drinking and driving.
- Due to Station 42 construction, the July 4th Pancake Breakfast relaunched in a new location at the Park at Bothell Landing.
- Bothell received a \$500 grant from Washington Fire Chiefs to provide bike helmets to members in the community.
- The Public Educator earned the IFSAC (International Fire Service Accreditation Congress) Fire & Life Safety 1 certification. This training enables the Public Educator to coordinate and deliver fire and injury prevention programs to the community through multiple presentation methods.

- The Public Information Officer (PIO) completed FEMA (Federal Emergency Management Agency) communication courses that provide critical communication tools before, during, and after an incident. This training also helps the PIO identify critical audiences, both internal and external.
- The Public Educator completed the Youth Firesetter Intervention Specialist course. This course provides tools to identify and mitigate youth fire setting behavior.
- Secured grant funding for a specialized commercial washer/extractor for decontaminating firefighter protective gear (turn-out gear). This reduces the risk of exposure to carcinogens present in the gear after a fire.
- Transitioned to a new interview process to acquire a more diverse candidate pool for hiring new firefighters. Interviewed nearly 200 candidates in 2021, and again in 2022. Both processes produced a more diverse and inclusive firefighter eligibility list. In 2022 we had 201 “Speed Interview” candidates - 25 of whom were female. Of the top 10 finalists, two were female, and both were offered and accepted entry level firefighter positions.
- Coordinated with regional fire agencies and the Northeast King County Regional Public Safety Communication Agency (NORCOM) dispatch center to successfully transition to a single Computer-Aided Dispatch (CAD) system, allowing for more efficient fire and EMS dispatching and enhanced user interaction on mobile devices.
- Participated with other King County fire agencies in the launch of PulsePoint, a cellphone-based application that assists in notifying members of the public who are trained in CPR of a person experiencing cardiac arrest near their immediate location.

2023-2024 OUTCOMES & ACTIVITIES

Develop and/or enhance procedures and processes that allow effective communication within our department (Strategic Plan, Goal 6)

- Review process of new information dissemination for effectiveness and ease of use.
- Develop processes of accountability to ensure the expectation that internal customers will seek, digest, and act on information appropriate to them.
- Use web-based or external companies to deliver and train communication tools to members.
- Deliver frequent refresher training on communication processes.

Develop a path for a comprehensive succession plan including all department positions, to provide continuity of operations and departmental success. (Strategic Plan, Goal 4)

- Identify and review all current job positions/descriptions within the Fire Department.
- Update and/or create identified revisions to job descriptions.
- Develop a mentorship program.

- Train identified members and have them start the mentorship process.
- Ensure the ongoing development of a succession plan through collaboration with city and union leadership.

Determine desired future service delivery and workload capacity to guarantee execution of realistic and attainable workloads, while ensuring priority programs are addressed appropriately. (Strategic Plan, Goal 2)

- Analyze current programs and workload with the resources required.
- Compare service delivery requirements against current resources.
- Periodic and continued assessment of programs and the ability to support them effectively.
- Determine necessary resources: Staff time, physical resources, funding.
- Determine positions needed to achieve service delivery requirements.
- Analyze required workload.

Evaluate employee competencies and determine individual needs. (Strategic Plan, Goal 3)

- Evaluate each employee against currently assigned training programs.
- Evaluate each employee against appropriate Task Book.
- Determine deficiencies for each individual.
- Create an individualized plan to meet new standards.
- Implement the plan as directed.

Create and implement a nutrition program. (Strategic Plan, Goal 5)

- Conduct survey of the needs and wants of all members.
- Provide resources for individual and group nutrition plans.
- Develop, train on, and issue a new standard operating procedure (SOP) for this program.

PERFORMANCE MEASURES

Performance Measures	2021-2022 Target	2021-2022 Actual	2023 Target	2024 Target
Monthly Senior Leadership meetings to develop staff and unite the department	100%	100%	100%	100%
Complete quality performance evaluations on schedule	100%	80%	100%	100%
Conduct a safety review within 90 days of a Departmental accident or incident	100%	14%	100%	100%
Provide quality control of all medical incident reports and National Fire Incident Reporting System (NFIRS) reports for accuracy and completeness	100%	0%	100%	100%
Log and review all vehicle work orders within 5 days to ensure emergency vehicle operations	100%	80%	100%	100%
Maintain full staffing at every station	100%	100%	100%	100%
% of incidents responded to within 7 minutes 15 seconds or less	90%	80%	90%	90%
# of incidents per year	14,457 (1)	13,931 (3)	7,665 (4)	7,972 (4)
# of Emergency Medical Services incidents	11,255 (2)	10,652	5,967 (4)	6,206 (4)
# of suppression personnel attending a live fire session every three years	100%	100%	100%	100%
% of suppression personnel completing 100% of assigned quarterly training	100%	80% (1)	100%	100%
# of personnel that maintain their Emergency Medical Technician certification	122	122	128	128
# of promotional exams completed	2	3	2	1
Completed life/safety inspections*	1300	1492*	650	650
Building & land use suppression/detection reviews	3200	1970	1600	1600
International Fire Code permit inspections*	520	491*	260	260
False fire response billings*	500	210*	150	150

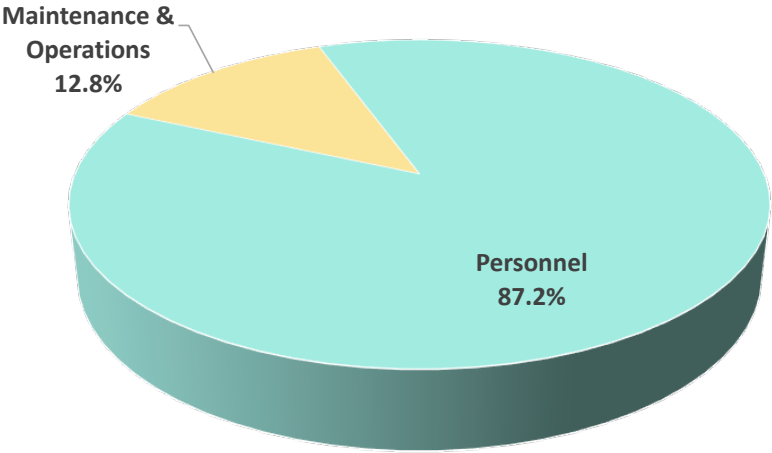
Public Education

Performance Measures	2021-2022 Target	2021-2022 Actual	2023 Target	2024 Target
# of high school students who receive drink/drive seatbelt info	1,400	*700	700	700
# of elementary students reached with fire safety education	1,400	*6,981 numbers are based on video views	700	700
# of bike helmets sold/fitted	400	60	200	200
# of social media posts	160	580	100	100

*COVID halted all in-person outreach for 2020 and 2021. 2020 and 2021 fire safety education were completely virtual. Numbers are based on number of video views.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$23,670,278	\$23,950,488	\$27,101,661
Maintenance & Operations	2,519,844	3,198,701	3,981,181
Capital	-	30,000	-
Debt & Interest	32,498	-	-
Subtotal	\$26,222,620	\$27,179,189	\$31,082,842
Interfund Transactions	1,167,461	1,371,547	1,756,796
Total Expenditures	\$27,390,081	\$28,550,736	\$32,839,638
Annual Cost Per Capita	\$552.57	\$558.84	\$627.56

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$3,151,173 from the 2021-22 budget. Fire also had some positions frozen (not funded) for 2021; the 2023-24 budget assumes full staffing once again. Step, cost-of-living, and benefit increases also play a role, as does the return of the Emergency Management function (two employees) from the Executive Department.
- Maintenance & operations costs are increasing by \$782,480. The primary driver continues to be rising costs for paramedic and dispatch services, along with the regional training consortium. Bothell does receive revenue for providing instructors to the consortium.

Parks and Recreation

Over the course of the 2021-2022 biennium, the department has focused on providing basic and essential operations to keep the parks system functioning in a time of significantly reduced staffing and reduced operating budgets. As we emerge from COVID and look forward to the future, there is a growing chorus of recognition about the health and wellness benefits Bothell parks have provided to our community during this pandemic.

The Parks and Recreation Department’s mission is to enhance the quality of life for the Bothell community by providing high quality parks, natural spaces, trails, community gathering spaces, recreational programming, and special events, with a strong emphasis on diversity, equity, inclusion, customer service, and safety.

The department currently provides a broad range of recreational experiences while managing a park system made up of over 400 acres of parklands, open space, and regional trails. Bothell’s park system includes 26 parks, nine athletic fields, 14 playgrounds, eight public restrooms, two special use indoor facilities, two historic cemeteries, a disc golf course, a seasonal off-leash dog park, and over 3.6 miles of regional trails. The Department has 16 full-time employees who currently work in four focus areas - including Administration, Operations, Special Events/Volunteers, and Arts/Tourism*.

Additionally, the efforts of the Department are guided by the Parks and Recreation Board, the Bothell Arts Commission, and the Lodging Tax Advisory Committee (LTAC). All three Council appointed boards, commissions, and committees provide direction to department staff, while providing recommendations to the City Council on issues related to parks facilities and programs, the Capital Facilities Plan (CFP), the arts, and tourism.

**The Arts Commission and Tourism functions are budgeted in the Non-Departmental section within the General Fund, but are administered by Parks and Recreation.*

2021-2022 ACCOMPLISHMENTS

- Successfully navigated the department through the COVID pandemic - closing and reopening facilities while focusing all efforts on creating safe environments and public spaces for our community to gather, recreate, and enjoy.
- Successfully reopened facilities and amenities that were closed due to COVID.
- Replaced the synthetic turf and other field amenities such as fencing, lighting, bleachers, and bases at North Creek Fields 2 and 4.

- Began the multi-year Sammamish River/Waynita Creek restoration project.
- Implemented two new concessionaire agreements for kayak/paddle board rentals and biking gear sales along the Sammamish River Trail.
- Implemented a new recreation class scheduling software program.
- Partnered with four local cities to produce a holiday porch light parade. The program subsequently won a Community Spotlight Award from the Washington State Recreation and Parks Association (WRPA).
- Recognized as a “Tree City USA” organization in 2021 and 2022.
- Developed a gift catalogue and new special event sponsorship package, for people and businesses to donate amenities and funding for community events.
- Secured a \$5,000 grant for planting trees at the former Wayne Golf Course.
- Developed a volunteer program partnering with Whale Scout, a local non-profit, to remove invasive plants and plant trees at the former Wayne Golf Course.
- After a two-year COVID absence, successfully produced a widely attended 4th of July parade which included a pancake breakfast, a children’s parade, a grand parade, and a car show.
- Hired a new Recreation and Community Event Coordinator to produce a new community event series called “Summer Nights in Bothell.”
- Produced six Friday night “Summer Nights in Bothell” special events that brought music, art, and cultural celebrations to downtown Bothell.
- Brought back our popular “Trick or Treat Main Street” event for kids and families to enjoy Halloween in a safe and fun environment.
- Continued our popular seasonal “Pop-Up Dog Park” at the Park at Bothell Landing. This template is now being used by many local agencies in Washington.

2023-2024 OUTCOMES & ACTIVITIES

- **Parks and Open Space** – Provide an inclusive, diversified system of parks, trails, and open spaces that deliver a variety of active and passive recreational opportunities, to maintain a high quality of life that reflects the changing needs of the community.
- **Trails** – Develop a network of shared-use trails and bicycle/pedestrian friendly corridors to enable connectivity between parks, neighborhoods, commercial areas, and other destinations of interest.
- **Recreation and Community Events** – Facilitate and promote a wide range of diverse and inclusive recreational and special event opportunities for the community to gather, celebrate, and learn about one another.
- **Maintenance and Operations** – Maintain and operate an efficient parks system that provides a high level of user satisfaction, safety, and aesthetic quality, while protecting capital investments.

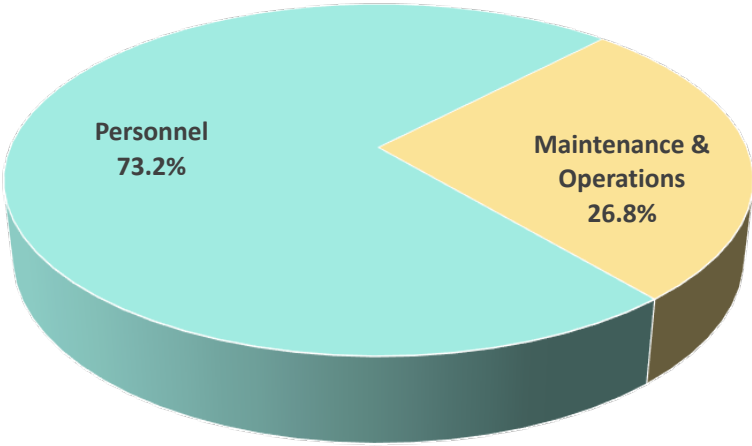
- **Partnerships** – Pursue and maintain effective partnerships, and provide volunteer opportunities to support Bothell’s parks and recreational systems.
- **Administration and Management** – Provide leadership and fiscal responsibility in the management of the park, recreation, and open space systems all throughout Bothell’s park network.

PERFORMANCE MEASURES

Parks Operations	2023-2024 Target
Completed safety inspections at park facilities	624
Completed playground safety inspections	336
# of playground areas repaired or replaced	8
Park Administration	2023-2024 Target
Capital projects designed	4
Capital projects constructed	4
# of visioning and/or master plans completed	3
Recreation	2023-2024 Target
# of field reservations	6000
Indoor parks facility reservations	200
# of picnic shelter reservations	600
Special Events	2023-2024 Target
# of City-sponsored special events (4th of July, Arbor Day, Summer Nights, Trick or Treat Main Street, etc)	20
# of special event permits issued	120
# of volunteer events	200
# of volunteers	4000
# of volunteer hours served	16000
Amount of special event sponsorships secured	\$150,000

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$3,390,393	\$3,603,571	\$4,359,222
Maintenance & Operations	898,773	1,017,400	1,593,473
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$4,289,166	\$4,620,971	\$5,952,695
Interfund Transactions	359,263	531,169	481,070
Total Expenditures	\$4,648,429	\$5,152,140	\$6,433,765
Annual Cost Per Capita	\$90.38	\$95.01	\$120.18

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$755,651 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers. \$110,000 was added for three additional seasonal maintenance aides, to help the department keep up with an ever-increasing workload.
- Maintenance & operations costs are increasing by \$576,073. Inflation is playing a key role here, with costs such as irrigation water, playground wood chips, paint/plumbing supplies, lumber, small tools, and electricity all increasing dramatically. The department is also continuing to scale up community event programming, with \$50,000 being added to support enhancements to the “Summer Nights in Bothell” concert series.

Community Development

Community Development’s mission is to work in collaboration with residents, businesses and professional peers to promote a community that celebrates its history, embraces its present and envisions its future. This mission is carried out through transparent public engagement, treating people with respect, and thoughtful and balanced code implementation and enforcement. This helps to ensure the livability of buildings and neighborhoods and a safe and sustainable environment.

When people call or visit City Hall, we greet and assist them with a wide range of services. Some of the department’s functions are:

Administration

- Administrative support
- Cashiering and receipting
- Community communications
- Customer Service Center
- Financial administration, accounts payable, billing & budget
- Pet licensing
- Public records requests/records management
- Utility payments

Development Services

- Building inspections
- Code enforcement
- Customer service
- Land use planning and zoning
- Permitting
- Plan review
- Project coordination

Strategic Planning

- Affordable housing
- Code amendments
- Historic preservation
- “Imagine Bothell” comprehensive plan updates
- Public engagement – staff boards and commissions
- Regional coordination

2021-2022 ACCOMPLISHMENTS

- Began implementation of the Canyon Park Subarea Plan through a Transfer of Development Rights program.
- Implemented the housing strategy by increasing short plats from 4 lots to 9, allowing duplexes on corner lots in single-family zones, and revising regulations for micro-apartments. Began work to increase middle housing types in single family zones.
- Began early work on the comprehensive plan including scoping, growth targets, and buildable lands reports.
- Joined the King County-Cities Climate Coalition (K4C).
- Received grants for middle housing work; the update of the Downtown Planned Action Ordinance; and the Telling Bothell’s Full Story project.
- Successful migration to the State Department of Revenue’s business license system.
- Moved to all-electronic applications which allows for electronic intake, review, and issuance.
- Notable projects currently being reviewed and processed by Building and Development Services:
 - *Ross Road Apartments (3 story – 91 dwelling units)*
 - *Husky Village*
 - ✓ *Bldg A 5 story – student housing (149 dwelling/sleeping units w/retail at subgrade level)*
 - ✓ *Bldg B 5 story - student housing (98 dwelling/sleeping units)*
 - ✓ *Bldg C 5 story – student housing (88 dwelling/sleeping units)*
 - ✓ *Bldg D 2 story – commons, cafeteria, store*
 - *UWB STEM Bldg; - 4 story STEM Bldg*
 - *Avalon Bldg A (5 story – 395 dwelling units w/ retail at grade level)*
 - *Avalon Bldg C (2 story amenity bldg)*
 - *Block D (5 story - 369 dwelling units w/ retail at grade level)*
 - *Fire Station 42 (2 story new downtown headquarters and new ECC)*
 - *Fire Station 45; (2 story Canyon Park location)*
 - *LMJ light warehouse*
 - *Juno JuMP office building*
 - *SAMMA senior housing*
 - *Brickyard Road multi-family*
 - *ARE Monte Villa Parkway occupancy restructuring – multiple buildings*

2023-2024 OUTCOMES & ACTIVITIES

Continue providing high quality, responsive customer service to staff and public

- Maintain quality staff by recruiting, selecting, orienting, training, and cross-training employees.
- Manage administrative operations associated with the Hearing Examiner, Planning Commission, Landmarks Commission, and Shorelines Board public meetings.
- Manage the publication of official notices, agendas, and other supporting documents.
- Update the department's webpages to ensure information is accessible and current.
- Process accounts payable/receivable in a timely manner, ensuring compliance with state requirements.

Assure that buildings and structures are designed and constructed to comply with city, state and federal codes and standards

- Conduct thorough and timely review of plans, specifications, and engineering calculations.
- Inspect all active construction projects, ensuring that all required inspections are occurring in the order and sequence required to determine compliance.
- Provide technical assistance to the design community, contractors, and the public.
- Employ user-friendly checklists, forms, and submittal guidelines.

Resolve disputes to gain compliance with city and state codes

- Enforce all regulations related to public health and safety.
- Use voluntary compliance and the civil infraction process to resolve substantiated violations.
- Assist the public and its elected and appointed representatives in defining and refining the community vision.
- Manage the processing of comprehensive plan and code amendments as initiated by the City Council.
- Implement the community vision through Council policies and actions in accordance with state and federal law.

Provide accurate and timely planning review of permit applications, proposed annexations, and general public inquiries

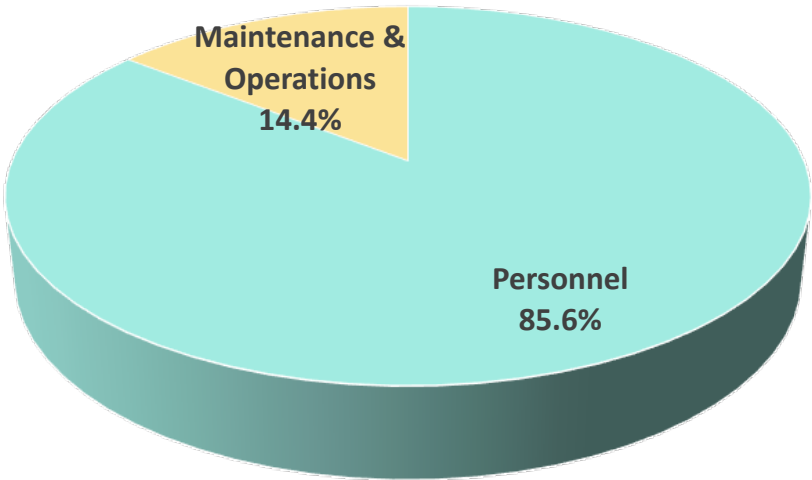
- Perform pre-application reviews.
- Review land use applications for code compliance.
- Provide planning and zoning information to the public.

PERFORMANCE MEASURES

Administrative Services				
Performance Measures	2021 Actual	2022 Thru June 30th	2023 Projection	2024 Projection
% of public disclosure requests resolved within prescribed timelines	100%	100%	100%	100%
# of public disclosure requests tracked to resolution	530	252	500	500
Utility payments processed/total \$ amount	9,928/\$6,059,764	2,587/\$1,585,556	5,000/\$3,000,000	5,000/\$3,000,000
Cashier payments processed/total \$ amount	15,280/\$14,446,921	9,229/\$16,901,170	17,000/\$15,000,000	17,000/\$15,000,000
Building Services, Development Services and Permit Services				
Performance Measures	2021 Actual	2022 Thru June 30th	2023 Projection	2024 Projection
Building Permit Applications Received	517	314	550	550
Building Permits Issued	449	271	500	500
All Permits Applied	2,934	1,508	2,700	2,700
All Permits Issued	2,664	1,476	2,500	2,500
New Single Family Permits Issued	116	111	100	100
Total Land Use Applications Received	42	13	35	35
% of inspections completed within 24 hours	100%	100%	100%	100%
Total Inspections Completed	5,782	2,632	5,200	5,200
Strategic Planning				
Performance Measures	2021 Actual	2022 Actual Thru June 30th	2023 Projection	2024 Projection
# of local, state or national Historic Register nominations processed to approval	0	0	n/a	n/a
# of Plan & Code amendments processed to approval	4	0	n/a	n/a

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$5,838,590	\$6,381,047	\$8,368,519
Maintenance & Operations	1,124,583	2,118,215	1,410,815
Capital	22,019	-	-
Debt & Interest	-	-	-
Subtotal	\$6,985,192	\$8,499,262	\$9,779,334
Interfund Transactions	153,439	182,476	266,533
Total Expenditures	\$7,138,631	\$8,681,738	\$10,045,867
Annual Cost Per Capita	\$147.19	\$174.76	\$197.44

Annual Cost per Capita excludes Interfund Transactions.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$1,987,472 from the 2021-22 budget. A building inspector was added via budget amendment in November 2021; this budget includes two years of funding for that position. A new Senior Permit Services Coordinator is also included in the 2023-24 budget. Five Development Services positions were designated for market-based adjustments, and two building inspector positions were reclassified. Finally, step, cost-of-living, and benefit increases are also factors.
- Maintenance & operations costs are decreasing by \$707,400. \$600,000 was cut from the outside review line item, as the department is conducting more reviews in-house.

FUNDS & DEPARTMENTS

BUDGET STABILIZATION FUND

- Budget Stabilization Fund

Budget Stabilization Fund

As part of a mid-biennial budget amendment in November 2021, the City Council approved the creation of a new Budget Stabilization Fund. \$3.5 million in proceeds from the sale of downtown properties was used to establish the fund, which is designed to provide the City with additional resources to blunt the effects of a major recession or other economic shock.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$0	\$0	\$0
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$0	\$0	\$0
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$0	\$0	\$0
Annual Cost Per Capita	\$0.00	\$0.00	\$0.00

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.

FUNDS & DEPARTMENT SECTION

RESTRICTED REVENUE FUNDS

- Street Fund
- Arterial Street Fund
- Park Cumulative Reserve Fund
- Drug Seizure Fund
- Fire Impact Fees Fund
- Public Safety Levy Fund
- American Rescue Plan Fund

Street Fund

Street Operations is responsible for the maintenance and operation of the City’s transportation system including pavement, shoulders, bike lanes, walkways, traffic signals, signage, illumination, landscaping, and roadside vegetation. This includes over 356 lane miles of roadway.

In November 2016, Bothell voters approved the “Safe Streets & Sidewalks” levy to:

- Improve the condition of major streets (See Engineering budget).
- Construct sidewalks and crosswalks around schools (See Engineering budget).
- Patch and seal local streets (See Engineering budget).
- Repair and replace sidewalks.
- Fully fund the Street Operations division.
- Improve pavement markings.

Street Operations funding is comprised of “Safe Streets & Sidewalks” levy funding, plus state shared revenues such as motor vehicle fuel tax. This funding supports the equivalent of nearly 14 Public Works staff. Day-to-day activities are conducted by a team of 12 in the Operations Division.

Visit <http://www.bothellwa.gov/989/Safe-Streets-Sidewalks-Program> for more information.

2021-2022 ACCOMPLISHMENTS

- Maintained 145,000 square feet of right-of-way landscaping installed with the Crossroads, Wayne Curve, Multiway Boulevard, and Bothell-Everett Highway Widening projects, and throughout the city.
- Mowed 526,920 square feet along the edge of roadways, repaired 4,386 potholes, and maintained, repaired, and replaced 10,566 street signs (as of July 2022).
- Completed 122.5 tons of asphalt patching projects along local roads, reducing the need for ongoing temporary pothole repairs.
- Completed 1,892 linear feet of sidewalk repair and replacement projects, which resulted in safer pedestrian facilities along local streets and arterials.
- Updated and presented “Safe Streets and Sidewalks” levy annual reports.
- Successfully managed a three-day snow event in December 2021, and a six-day event in January 2022, with minimal road closures and a focus on life safety and “travelability” of roads.

2023-2024 OUTCOMES & ACTIVITIES

Street Operations works closely with the Capital Engineering division to implement levy-funded capital programs, including local street patch and seal projects.

Cost-effective Maintenance and Preservation of City Infrastructure:

- Plan to implement the Lucity Enterprise Asset Management software system for Street in 2023, to improve work order and asset management, and to reduce liability.
- Continue to meet requirements for regulatory sign inspection and maintenance.
- Continue to meet “Safe Streets and Sidewalks” levy targets for sidewalk replacement and pavement patching.
- Continue to respond to customer action requests expeditiously, with a priority placed on safety issues.
- Public Works is working on re-accreditation, to be completed in the fourth quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of regulatory street sign inventory inspected annually*	50%	50%
% of school walk routes where sidewalk repair or replacement has been completed**	50%	50%
% of customer service requests addressed within 48 hours	100%	100%
% of SS&S prioritized list of asphalt repair or replacement that project that have been completed***	50%	50%

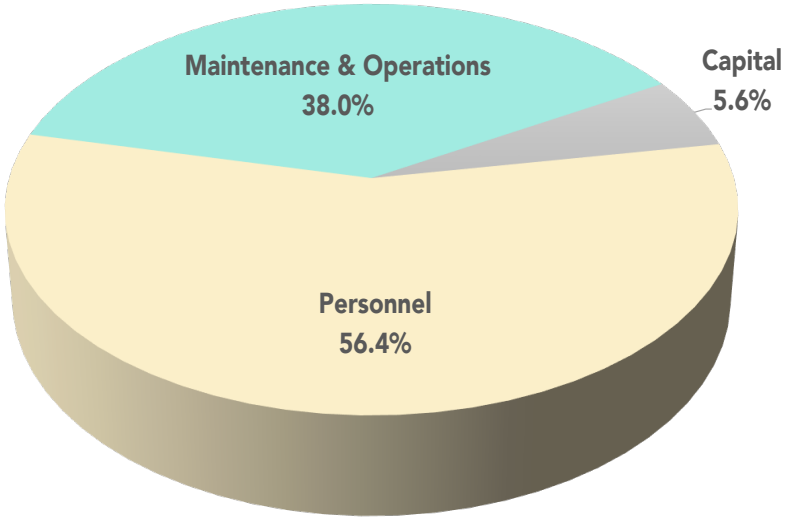
*Regulatory signs indicate or reinforce traffic laws, regulations or requirements.

**Nine school walk route zones have been identified. As of July 2022, four walk route zones have been completed. (Bothell High School /Westhill Elementary/Maywood Elementary/Canyon Park Middle School)

***Nine school zone routes have been identified. As of July 2022, four routes have been completed (Maywood Elementary/Frank Love Elementary/Bothell High School/Northshore Middle School).

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$2,774,371	\$3,400,460	\$3,789,172
Maintenance & Operations	2,420,383	2,224,893	2,551,973
Capital	5,349	-	379,325
Debt & Interest	-	-	-
Subtotal	\$5,200,103	\$5,625,353	\$6,720,470
Interfund Transactions	572,790	793,333	1,136,794
Operating Transfers	4,210,180	5,170,615	8,379,077
Total Expenditures	\$9,983,073	\$11,589,301	\$16,236,341
Annual Cost Per Capita	\$109.46	\$115.66	\$135.69

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$388,712 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers. One operations position was reclassified.
- Maintenance & operations costs are increasing by \$327,080. Projected electricity costs are increasing by \$187,000; construction materials are also seeing the effects of inflation. \$50,000 has been earmarked for a consultant to assist with outreach efforts as the City’s “Safe Streets and Sidewalks” levy approaches expiration at the end of 2025.
- The capital budget appropriation covers ten school zone flashing beacons, and a 50% share in the purchase of a “Municipal Cleaning Vehicle” that works in small spaces that a standard street sweeper cannot serve.

Arterial Street Fund

The Arterial Street Fund is used to accumulate monies for transportation improvement projects. Monies are transferred from this fund to the City's Capital Improvements Fund for designated transportation capital projects.

Funding is derived from right-of-way and traffic impact fees paid by developers.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$0	\$0	\$0
Interfund Transactions	-	-	-
Operating Transfers	5,090,319	5,587,445	6,117,200
Total Expenditures	\$5,090,319	\$5,587,445	\$6,117,200
Annual Cost Per Capita	\$0.00	\$0.00	\$0.00

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.

2023-24 Financial Notes

- The Arterial Street Fund does not have any direct expenditures. \$6,117,200 in operating transfers out are budgeted:
 - \$5,673,453 to the Capital Improvements Fund to help fund Capital Facilities Plan (CFP) projects.
 - \$443,747 to the General Fund, to fund the new Supervisory Transportation Engineer position that was approved by Council in 2022.

Park Cumulative Reserve Fund

The Park Cumulative Reserve Fund is used to accumulate monies for the acquisition and development of City parks. Monies are transferred from this fund to the City's Capital Improvements Fund for designated parks capital projects.

Funding is derived from park fees paid by developers.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$0	\$0	\$0
Interfund Transactions	-	-	-
Operating Transfers	153,000	25,000	3,635,410
Total Expenditures	\$153,000	\$25,000	\$3,635,410
Annual Cost Per Capita	\$0.00	\$0.00	\$0.00

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.

2023-24 Financial Notes

- The Park Cumulative Reserve Fund does not have any direct expenditures. \$3,635,410 in operating transfers to the Capital Improvements Fund are budgeted, to help fund Capital Facilities Plan (CFP) projects.

Drug Seizure Fund

The Drug Seizure Fund is a separate accounting fund established in 2001 to account for monies seized during drug-related policing activities. This fund was established in response to Washington State’s Uniform Controlled Substance Act.

RCW 69.50.505 (10) states:

“Forfeited property and net proceeds not required to be paid to the state treasurer shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances-related law enforcement activity. Money retained under this section may not be used to supplant pre-existing funding sources.”

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$1,439	\$3,000	\$0
Maintenance & Operations	56,080	25,800	32,500
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$57,519	\$28,800	\$32,500
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$57,519	\$28,800	\$32,500
Annual Cost Per Capita	\$1.21	\$0.59	\$0.66

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.



2023-24 Financial Notes

- Drug Seizure revenues are dependent on the net proceeds of forfeited property.
- \$32,500 is budgeted for 2023-24. This includes uniforms, operating supplies, training costs, and equipment.

Fire Impact Fees Fund

Funds collected from Fire Impact Fees (Bothell Municipal Code 21.16) are used solely for the purpose of making capital improvements to fire facilities under the jurisdiction of Bothell. In 2016, the City imposed fire impact fees to ensure that new development bears a proportionate share of the cost of capital facilities necessary to accommodate new growth.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$0	\$0	\$0
Interfund Transactions	-	-	-
Operating Transfers	-	500,000	710,000
Total Expenditures	\$0	\$500,000	\$710,000
Annual Cost Per Capita	\$0.00	\$0.00	\$0.00

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.

2023-24 Financial Notes

- The Fire Impact Fees Fund does not have any direct expenditures in 2023-24. \$710,000 in operating transfers out are budgeted:
 - \$500,000 to the Public Safety Capital Fund, for fire station construction costs.
 - \$210,000 to the General Fund in 2024, as the first of 10 annual payments on the \$2.1 million line of credit that the General Fund is providing to the Public Safety Capital fund (if needed) for the fire station projects.

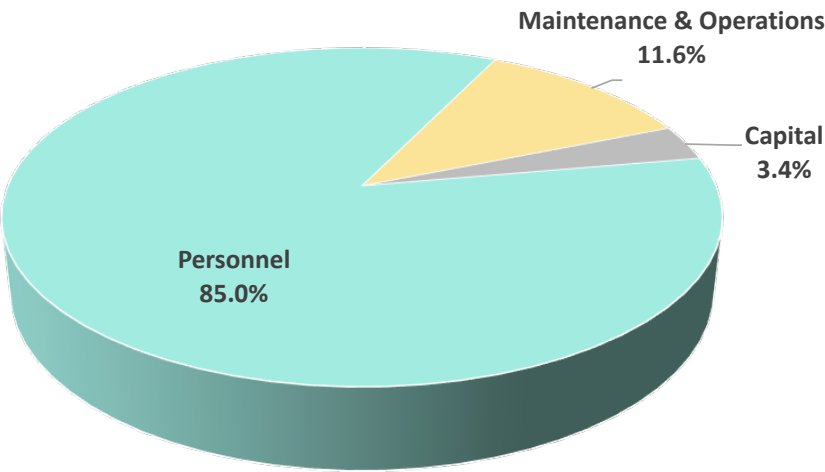
Public Safety Levy Fund

In November 2018, Bothell voters approved Proposition 1, a twelve-year levy lid lift to improve and enhance various public safety resources.

The Public Safety Levy Fund accounts for the receipt of these levy monies, along with the public safety expenditures funded by the levy. Twenty-seven staff positions were added as a result of the levy.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$4,774,192	\$6,992,467	\$9,056,736
Maintenance & Operations	411,352	505,760	1,238,767
Capital	171,209	700,000	360,000
Debt & Interest	556	-	-
Subtotal	\$5,357,309	\$8,198,227	\$10,655,503
Interfund Transactions	731,762	895,224	1,258,354
Operating Transfers	53,132	52,848	52,848
Total Expenditures	\$6,142,203	\$9,146,299	\$11,966,705
Annual Cost Per Capita	\$112.77	\$168.57	\$215.13

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

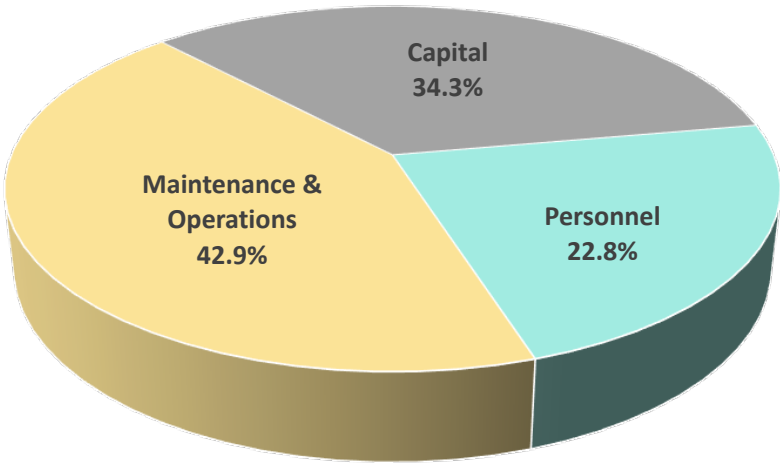
- Personnel costs are increasing \$2,064,209 from the 2021-22 budget. The majority of the police and fire levy positions were hired at the bottom classification of their respective salary schedules - as the incumbents remain with the City, they continue to move to higher classifications. An Information Services position was also designated for a market-based adjustment beginning in 2023.
- Maintenance and operations costs are increasing \$733,007. \$660,000 has been added to fund the City's share of the newly expanded regional RADAR program.
- The \$360,000 capital budget appropriation covers five police vehicles that were not able to be purchased in 2021-22 due to supply chain issues.

ARPA Fund

The American Rescue Plan (ARPA) Fund was established in 2021 to account for funding received by the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF), administered by the US Treasury. These funds provide support to state, territorial, local, and tribal governments in response to the economic and public health impacts of COVID-19 on communities, residents, and businesses. Funds must be used in accordance with CSLFRF eligible use guidelines.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$0	\$135,000	\$1,749,230
Maintenance & Operations	-	2,500,000	3,295,430
Capital	-	1,000,000	2,630,000
Debt & Interest	-	-	-
Subtotal	\$0	\$3,635,000	\$7,674,660
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$0	\$3,635,000	\$7,674,660
Annual Cost Per Capita	\$0.00	\$74.74	\$154.95

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- A number of limited-term staff positions are being funded with ARPA dollars in 2023-24:
 - Community Court Coordinator (Court)
 - Human Services Coordinator (Executive)
 - ARPA Management Analyst (Finance)
 - 50% of the Domestic Violence Victims’ Coordinator (Legal)
 - HR Assistant (Human Resources)
 - Recreation Coordinator and Capital Projects Manager (Parks & Recreation)
- Additionally, many one-time capital and maintenance and operations costs have been budgeted for 2023-24:
 - Capital Facilities Plan project expenditures (\$2.45 million)
 - Human services provider contract (\$1.5 million)
 - Bothell Comprehensive Plan revisions (\$1 million)
 - Bothell Operations Center keycard and security camera upgrades (\$180,000)
 - Electric vehicle (EV) infrastructure assessment (\$120,000)
 - Market analysis studies for Civic Center and EFG downtown lots (\$100,000)
 - Development Services fee study (\$80,000)
 - Transportation impact fee update (\$55,000)
 - Arts Commission artist grant funding (\$50,000)
 - Tourism gaming competition (\$50,000)
 - Small business technical assistance (\$46,875)
 - Visitor center expenditures (\$38,400)
 - Technology life cycle planning (\$16,000)

FUNDS & DEPARTMENTS

DEBT SERVICE FUNDS

- LIFT GO Bond Fund
- 2013 GO Bond Fund
- Fire Station GO Bond Fund

LIFT GO Bond Redemption Fund

General Obligation (GO) Bond Funds are created to account for the retirement of general purpose bonds issued on behalf of the City to finance various public projects such as construction or improvement of facilities, parks, and streets.

When a municipality issues GO Bonds that are authorized by a vote of the people, the monies generated to retire the debt comes from excess property tax – a “new” dedicated funding source. Conversely, GO Bonds authorized by the City Council do not have a “new” dedicated funding source. Instead, debt service payments come from the City’s current revenue streams.

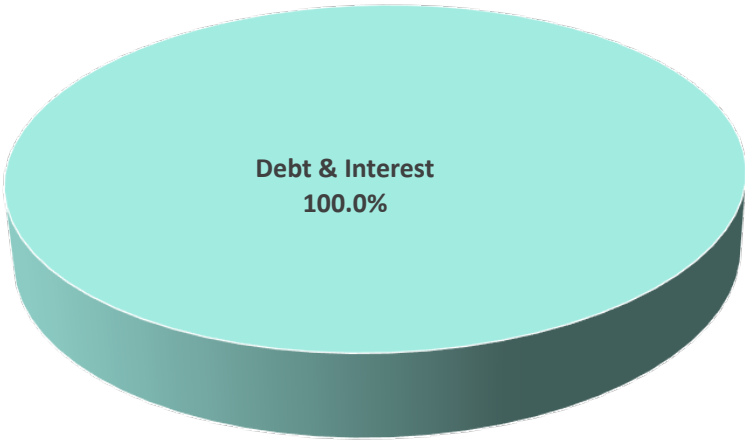
In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded the Local Infrastructure Financing Tool (LIFT) program funding for Downtown Revitalization, primarily the Bothell Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to \$1,000,000 per year for a maximum of 25 years. The rebate of state property and sales taxes is allocated by the Department of Revenue (DOR), based on the State’s portion of tax collected from within the City’s designated Revenue Development Area (RDA). These rebated tax monies are restricted for debt service associated with the LIFT Bond.

In 2014, the City issued a \$30 million councilmatic LIFT Bond (including a \$2 million premium) to pay for downtown revitalization projects. The LIFT GO Bond Redemption Fund accounts for the repayment of this debt obligation.

Issued Principal Amount:	\$28,210,000
Outstanding balance as of 12/31/22:	\$22,860,000
Interest Rates:	2.5-5.0%
2023 Debt Service, including interest:	\$1,996,125
2024 Debt Service, including interest:	\$1,996,250
Final Maturity:	3/1/2039

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	3,995,100	3,994,525	3,992,375
Subtotal	\$3,995,100	\$3,994,525	\$3,992,375
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$3,995,100	\$3,994,525	\$3,992,375
Annual Cost Per Capita	\$84.19	\$82.13	\$80.61

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- State redirected sales tax provides \$1 million per year to support the debt service obligation for the LIFT bond.
- The remaining \$1,992,375 is provided via an operating transfer from the Capital Improvements Fund.

2013 GO Bond Redemption Fund

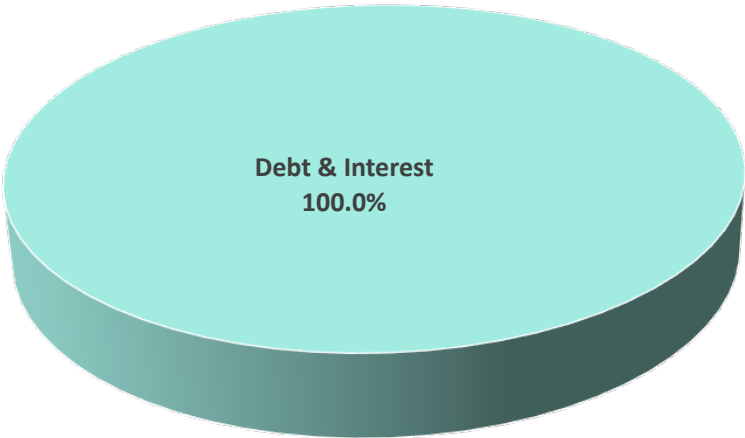
A municipality that issues \$10 million or less in tax-exempt General Obligation (GO) Bonds within a calendar year qualifies to issue what are referred to as Bank Qualified (BQ) Bonds. With BQ bonds, a bank can deduct 80% of the interest incurred to carry or buy the bonds. Availability of BQ bonds are very limited, and provide lower financing costs for the issuer. In 2013, the City issued 20-year BQ GO Bonds consisting of two bonds: 2013 A (taxable) and 2013 B. The bonds received an Aa3 rating from Moody's.

Final repayment of the 2013 A bond occurred in December 2017. The 2013 B bond is scheduled for final repayment in December 2033.

	2013 A (taxable)	2013 B
Issued Principal Amount:	\$1,520,000	\$8,145,000
Outstanding balance as of 12/31/22:		\$6,075,000
Interest Rates:	0.60% - 1.00%	3.0-4.5%
2023 Debt Service, including interest:		\$695,063
2024 Debt Service, including interest:		\$697,063
Final Maturity:	12/1/2017	12/1/2033

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	2	-	-
Capital	-	-	-
Debt & Interest	1,393,925	1,394,276	1,392,126
Subtotal	\$1,393,926	\$1,394,276	\$1,392,126
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$1,393,926	\$1,394,276	\$1,392,126
Annual Cost Per Capita	\$29.37	\$28.67	\$28.11

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Operating transfers from the Capital Improvements Fund provide the funding to pay the debt service associated with this bond.

Fire Station GO Bond Redemption Fund

In November 2019, Bothell voters approved Proposition 2, a bond measure to rebuild two aging fire stations. The City subsequently issued the \$35.5 million, 20-year Unlimited Tax General Obligation Bonds in two phases:

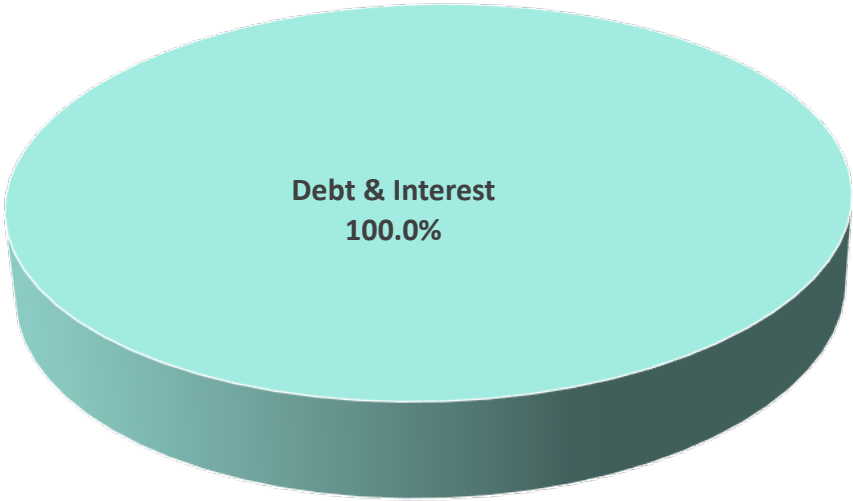
- December 2019, \$25 million (including \$2.5 million in premiums)
- December 2021, \$10 million (including \$1.9 million in premiums)

The bonds received an Aa1 rating from Moody's.

	Dec 2019	Dec 2021
Issued Principal Amount:	\$23,235,000	\$8,135,000
Outstanding balance as of 12/31/22:	\$20,895,000	\$7,875,000
Interest Rates:	3.0-5.0%	4.0-5.0%
2023 Debt Service, including interest:	\$1,627,050	\$614,600
2024 Debt Service, including interest:	\$1,629,050	\$611,100
Final Maturity:	12/1/2039	12/1/2041

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	19	-	-
Capital	-	-	-
Debt & Interest	1,586,641	3,870,100	4,481,800
Subtotal	\$1,586,660	\$3,870,100	\$4,481,800
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$1,586,660	\$3,870,100	\$4,481,800
Annual Cost Per Capita	\$33.43	\$79.57	\$90.49

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- 2022 marks the first year that the City will be repaying both of the two bond issues associated with the fire station construction projects. A dedicated property tax levy provides the funding for repayment of the bonds.

FUNDS & DEPARTMENTS

CAPITAL FUNDS

- Capital Improvements Fund
- Public Safety Capital Fund

Capital Improvements Fund

The Capital Improvements Fund accounts for special revenue dedicated to capital projects. Main sources of revenue include:

- Real estate excise tax (REET)
- Contributions by developers and non-City providers
- Grants
- Proceeds from property sales
- Mitigation funding from developers

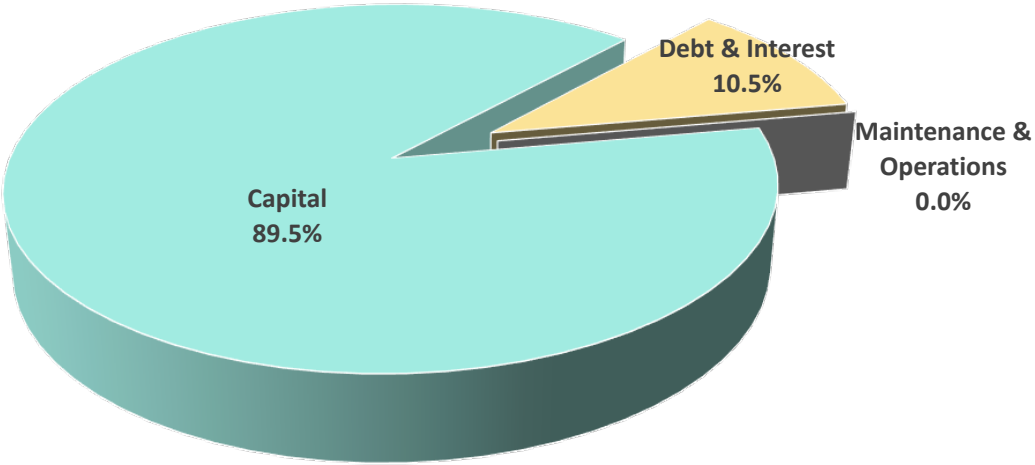
The 2023-2024 Capital Improvement Fund budget includes capital investments that address our community’s pressing need for parks and transportation infrastructure. Additionally, the budget includes capital debt service and operating program funds that support capital projects included in the 2023-2029 [Capital Facilities Plan \(CFP\)](#).

The objective of the CFP process is to establish a funding plan that identifies and prioritizes the City’s capital needs with available funding sources.

Complete details of all capital projects, including future maintenance and operating costs, are available on the City’s website, or by request from the City Clerk’s office.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	2,795,722	-	2,000
Capital	33,460,089	51,094,282	64,429,712
Debt & Interest	7,413,133	7,597,627	7,589,982
Subtotal	\$43,668,944	\$58,691,909	\$72,021,694
Interfund Transactions	-	-	-
Operating Transfers	3,494,899	9,488,801	3,484,501
Total Expenditures	\$47,163,843	\$68,180,710	\$75,506,195
Annual Cost Per Capita	\$920.21	\$1,206.78	\$1,454.12

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- The Capital Improvements Fund’s scheduled expenditures in 2023-24 are reflected in the City’s 2023-2029 Capital Facilities Plan.

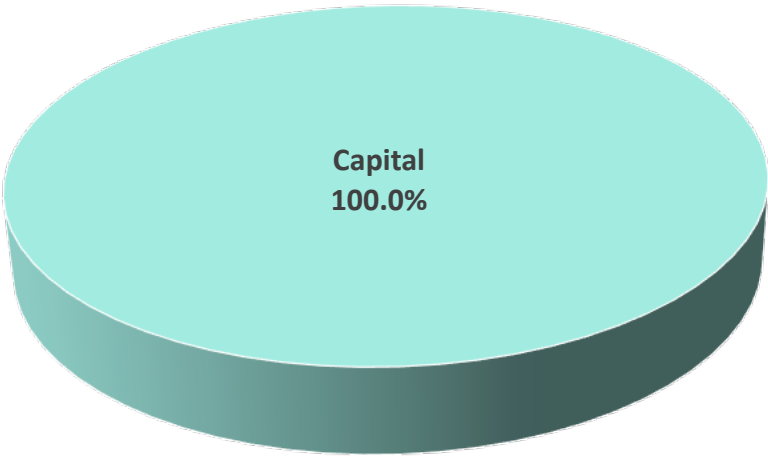
Public Safety Capital Fund

In November 2019, Bothell voters approved Proposition 2, a bond measure to rebuild two aging fire stations.

The Public Safety Levy Fund accounts for the construction costs of the two fire station projects.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	473	-	-
Capital	2,718,037	33,848,161	3,530,000
Debt & Interest	248,910	-	-
Subtotal	\$2,967,420	\$33,848,161	\$3,530,000
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$2,967,420	\$33,848,161	\$3,530,000
Annual Cost Per Capita	\$62.53	\$695.96	\$71.27

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- \$3.53 million is budgeted for 2023-24, to cover any remaining expenditures associated with the fire station construction projects. Station 45 opened in 2022, and Station 42 is scheduled to open in either late 2022 or early 2023.

FUNDS & DEPARTMENTS

UTILITY FUNDS

- Water Fund
- Sewer Fund
- Storm & Surface Water Fund

Water Fund

The Water Utility accounts for the resources necessary to maintain and operate the City's water system, provide customer billing and services, and fund the planning, design, and replacement of water system infrastructure. The fund's budget also accounts for the purchase of water from Seattle Public Utilities and the Northshore Utility District.

The Utility and Development Services Division of Public Works assists with long-range planning, programming, and budgeting (see Public Works Engineering budget section). The division also works to ensure that new water system infrastructure installed as part of development is designed and constructed to provide high quality, low maintenance improvements.

The Water Section of the Public Works Operations Division ensures the delivery of safe and reliable drinking water to approximately 4,500 customers, primarily in the King County portion of the city. The City's water system consists of 83 miles of water mains, four pump stations, 63 control valves, 1,026 fire hydrants, 4,127 water system valves, 4,702 water meters, and three water reservoirs. In addition to preventative maintenance activities, Water operates and maintains the Supervisory Control and Data Acquisition (SCADA) system that remotely monitors system condition, performs water quality sampling and regulatory reporting, performs bimonthly meter reading, ensures fire system flow, and performs repairs and small replacements of all aspects of the system.

The Utility Billing Section works directly with Bothell Water customers to provide bimonthly billings, monitors payment status and follow-up billing correspondence to customers, provides customer service for all aspects of the utility service, and works with operations on water leaks, final bill reads, and other customer service order requests. Utility Billing makes customer service a priority, a philosophy that is ingrained throughout the division. The two staff in this section are funded by the City's Water and Sewer Utilities.

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Water Utility Fund. These projects are managed by the Public Works Capital Division.

Learn more about Bothell's Water Service program at <http://bothellwa.gov/1107/Water-Service> .

2021-2022 ACCOMPLISHMENTS

- Replaced a 40-horsepower motor and pump at the Site 30 water pump station.
- Installed chlorine analyzers to streamline water quality testing, to efficiently meet newly imposed Department of Health Surface Water Treatment Rule requirements.
- Installed two additional chlorine residual analyzers at the Site 31 and 32 pump stations.
- Improved the implementation of the Lucity Enterprise Asset Management System, to make it more effective and efficient for Water system asset tracking.
- Re-established a robust unidirectional water main flushing, valve exercising, and hydrant maintenance program.
- Replaced over 90 water meters with cellular meters, to ensure accurate water consumption data and enable the extraction of usage information for customer inquiries.
- Helped maintain a safe water supply by ensuring backflow testing requirements are met for over 2,300 backflow assemblies. Proactively identified and sought solutions through backflow surveys.
- Updated and distributed the annual Water Quality Report.
- Completed the 2022 Water System Plan Update.
- Completed the rate and capital facility charge updates in 2021.
- Added a new water quality sample station.
- Upsized an incoming water supply feed at the Site 6 point of entry control valve station to 10 inches from six inches, including a 10 inch "mag meter" for meter accuracy.
- Installed over 100 new water meter registers for new customers.
- Developed an emergency response plan and completed the "Risk and Resiliency" requirements in the "America's Water Infrastructure" Act (AWIA) of 2018, which is regulated by the Environmental Protection Agency (EPA).
- Completed non-motorized improvements on NE 188th St, which replaced 500 feet of eight-inch AC water main with eight-inch ductile iron pipe.
- Received a \$4.65 million Public Works Trust Fund loan, for the Valhalla Neighborhood Water Main Replacement and Utility Improvement project and the Sewer Lift Station #1 project.
- Adopted a new water conservation goal as part of the updated Water System Plan in the fall of 2022, to keep the total average annual retail use of water by Saving Water Partnership (SWP: <https://www.savingwater.org/>) members under 110 million gallons per day (MGD) through 2028 (despite forecasted population growth) by reducing per capita water use. For 2019, the SWP met the goal, using 94.0 MGD.

2023-2024 OUTCOMES & ACTIVITIES

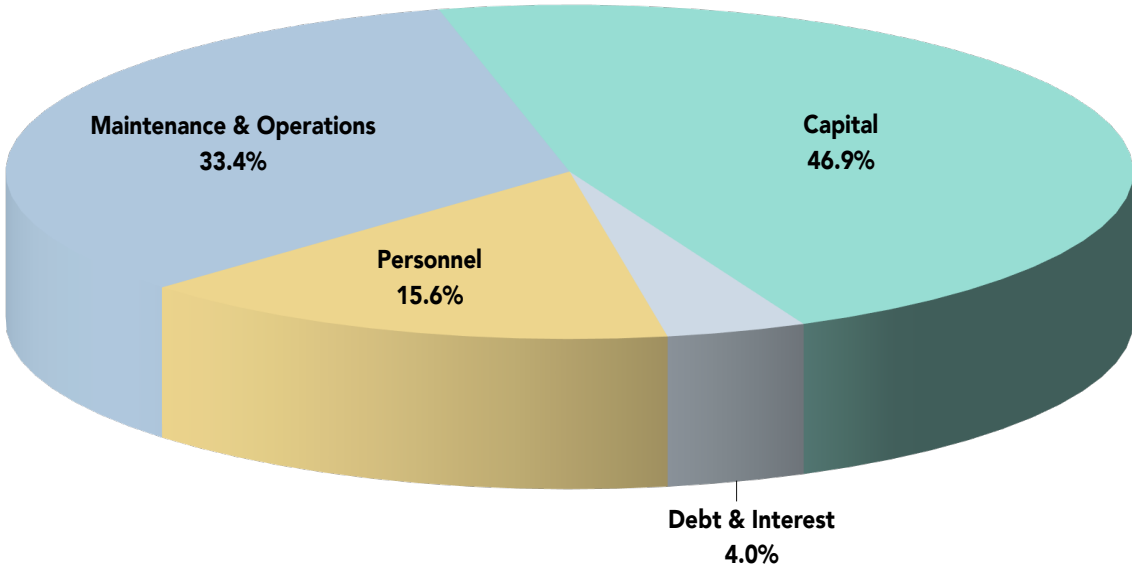
- Oversee Water Utility Capital Facilities Plan projects.
- Maintain daily water quality testing and meet Department of Health (DOH) chlorine level thresholds.
- Replace outdated meters throughout the system with cellular-based meters, to ensure accuracy and improve system efficiency.
- Meet all regulatory maintenance and reporting guidelines, and maintain a healthy drinking water system.
- Public Works is working on re-accreditation, to be completed in the fourth quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of water unaccounted for	6%	6%
# of linear feet of mains flushed	7,500 (20%)	7,500 (20%)
Regulatory water quality samples taken (% on time)	1,077 (100%)	1,077 (100%)
# of water reservoir inspections	18 (50%)	18 (50%)

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$2,259,479	\$2,765,796	\$3,163,994
Maintenance & Operations	5,614,258	5,890,048	6,777,599
Capital	1,663,935	7,338,864	9,513,005
Debt & Interest	216,173	550,812	815,459
Subtotal	\$9,753,845	\$16,545,520	\$20,270,057
Interfund Transactions	1,091,657	1,252,759	1,382,797
Operating Transfers	162,455	170,835	162,668
Total Expenditures	\$11,007,956	\$17,969,114	\$21,815,522
Annual Cost Per Capita	\$205.54	\$340.20	\$409.25

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$398,198 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers.
- Maintenance & operations costs are rising by \$887,551. \$582,078 of the increase is driven by higher projected Water revenues - increased excise taxes paid to the state, and utility tax paid to the General Fund.
- Planned capital projects are outlined in the City's 2023-29 Capital Facilities Plan.
- A 6% rate increase is proposed for 2023.

Sewer Fund

The Sewer Utility is responsible for the maintenance and operation of the City's sewer system, including customer billing and services, plus planning, design, and replacement of sewer system infrastructure. Sewer treatment services are provided by King County's Wastewater Treatment Division (WTD).

The Utility and Development Services Division within Public Works assists with long-range planning, programming, and budgeting (see Public Works Engineering budget section). The division also works to ensure that new sewer system infrastructure installed as part of development is designed and constructed to provide high quality, low maintenance improvements.

The Sewer Section of the Public Works Operations Division ensures the safe and reliable conveyance of sewage to WTD for treatment, serving approximately 5,424 customers. The City's system consists of 69 miles of gravity main, more than 1,900 lineal feet of force main, four lift stations, and over 1,910 maintenance holes. In addition to preventative maintenance activities, Sewer operates and maintains the Supervisory Control and Data Acquisition (SCADA) system that monitors the system condition remotely, responds to sewer main backups, manages the Fats Oil Grease (FOG) inspection program, performs bimonthly meter reading, and performs repairs and small replacements of all aspects of the system.

The Utility Billing Section of Public Works provides customer service, processes bi-monthly billings, monitors payment status and follow-up billing correspondence to customers, and works with operations on sewer reports, final bill reads, and other customer service order requests. Utility Billing makes customer service a priority, a philosophy that is ingrained throughout the division. The two staff in this section are funded by the City's Sewer and Water utilities.

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Sewer Fund. These projects are managed by the Public Works Capital Division.

Learn more about Bothell's Sewer program at <http://bothellwa.gov/1108/Sewer-Service>

2021-2022 ACCOMPLISHMENTS

- Installation and implementation of an upgraded SCADA human/machine interface system.
- Continued development of the Fats Oil Grease (FOG) program, focused on education and outreach before enforcement.
- Cleaned sewer mains (over 98,900 linear feet of pipe).
- TV inspected approximately 12,373 linear feet of sewer line.
- Smoke tested sewer mains (over 8,000 linear feet).
- Received a \$4.65 million Public Works Trust Fund loan, for the Lift Station #1 project and the Valhalla neighborhood utility improvements.
- Coordinated with the Capital Division to complete the Camden Lift Station reconstruction project, which was partially funded by a \$70,000 Snohomish County Public Works Assistance Fund Loan.
- Completed rate and capital facility charge updates in 2021.
- Completed the Camden Lift Station site 45 capital improvement project.

2023-2024 OUTCOMES & ACTIVITIES

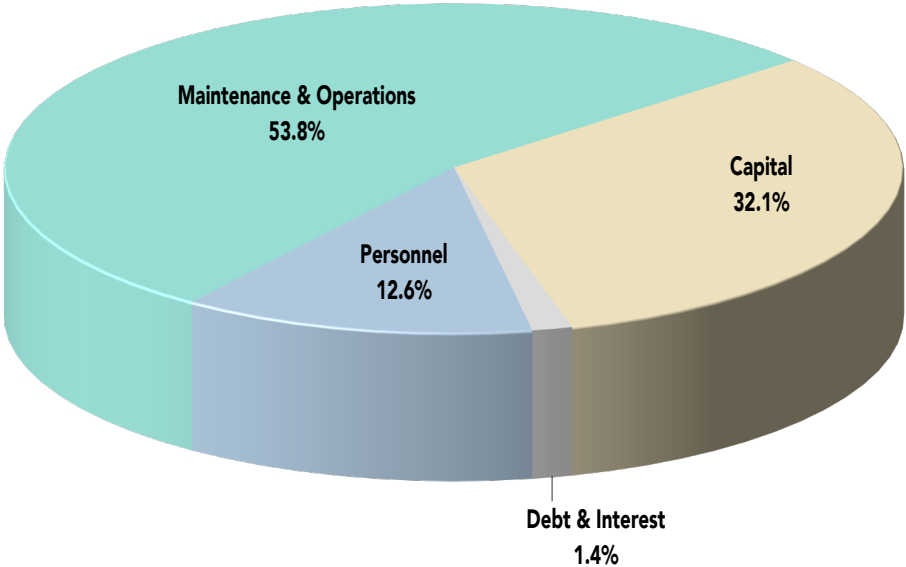
- Complete Sewer Utility Capital Facilities Plan projects.
- Continue the FOG education and enforcement program, to maintain a highly operable system and prevent costly sewer backups.
- Continue to meet all regulatory maintenance and reporting guidelines, and maintain a safe and reliable system.
- Public Works is working on re-accreditation, to be completed in the 4th quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of completion of planned biweekly inspections and maintenance programs for the City's lift stations	100%	100%
% of completion of the planned FOG inspection program	20%	20%
% of sewer pipe cleaned	20%	20%
% of sewer access points inspected	25%	25%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$2,196,871	\$2,488,549	\$2,922,386
Maintenance & Operations	10,566,745	11,765,709	12,437,795
Capital	1,210,605	6,517,384	7,414,822
Debt & Interest	97,019	251,962	332,847
Subtotal	\$14,071,240	\$21,023,604	\$23,107,850
Interfund Transactions	2,019,737	1,900,764	1,515,600
Operating Transfers	154,455	162,395	154,676
Total Expenditures	\$16,245,433	\$23,086,763	\$24,778,126
Annual Cost Per Capita	\$296.51	\$432.27	\$466.55

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$433,837 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers.
- Maintenance & operations costs are rising by \$672,086. \$378,049 of this figure stems from projected increases in sewage treatment costs paid to King County, and another \$228,484 is attributable to increases in excise taxes (paid to the state) and utility taxes (paid to the General Fund).
- Planned capital projects are outlined in the City's 2023-29 Capital Facilities Plan.
- A 2.5% rate increase is proposed for 2023.

Storm & Surface Water Fund

The Storm and Surface Water Utility accounts for the resources necessary to operate and maintain the City's stormwater drainage system and the protection of surface waters, and funds the planning, design, and replacement of system infrastructure. This system is designed and maintained to prevent flooding of public and private property, and to reduce and eliminate water pollution into local streams. King and Snohomish counties bill property owners for the Storm and Surface Water Utility as part of their annual property tax statements.

The Utility and Development Services Division of Public Works assists with long-range planning, programming, and budgeting (see Public Works Engineering budget section). The Division also works to ensure that new storm and surface water system infrastructure installed as part of development is designed and constructed to provide high quality, low maintenance improvements.

The City's public system consists of 148 miles of pipes, 8,548 catch basins, 1,394 ditches/swales, and 408 detention/retention facilities that include ponds, underground vaults, pervious pavement, and other water quality features.

Learn more about Bothell's Storm and Surface Water Management Program at <http://bothellwa.gov/442/Surface-Water-Resources>.

2021-2022 ACCOMPLISHMENTS

- Completed three storm and surface water projects from the 2019-2025 Capital Facilities Plan.
- Received four grants totaling over \$866,000 to help fund the design of stormwater capital projects, National Pollution Discharge Elimination System (NPDES) permit program implementation, and the business inspection program.
- Performed cost-effective maintenance, preservation, and expansion of City stormwater infrastructure.
- Completed required drainage basin delineation and prioritization for Action Plan development.
- Inspected over 4,152 catch basins and stormwater facilities, meeting NPDES permit requirements.
- Cleaned over 764 catch basins.
- Cleaned over 825 linear feet of ditch line.
- Conducted over 2.9 miles of storm mainline inspections.
- Completed over 281 storm repairs.

- Performed pond maintenance over 247 times.
- Responded to over 100 drainage complaints.
- Inspected 90 creek locations listed as environmentally sensitive, and performed maintenance at 54 of those locations by either sediment removal, vegetation control, or removal and placement of woody debris. This is a preventive maintenance program regulated by the Washington Department of Fish and Wildlife that assists in stream health, decreases flooding, and prevents property damage across the city.
- Provided a number of education and outreach opportunities to learn and engage in stormwater pollution prevention.
- Provided opportunities for the public to participate in watershed stewardship.
- Adopted the 2021 King County Surface Water Design Manual, and updated design and construction standards to provide clarity and direction.
- Worked to update the City's Capital Facilities Plan to include projects to address flooding and extend the life of existing infrastructure.

2023-2024 OUTCOMES & ACTIVITIES

The goals of the Storm and Surface Water Utility:

- Prevent flooding of public and private property through public stormwater system inspection, maintenance, and expansion.
- Reduce or eliminate stormwater pollution to local streams through: private system inspection, source control pollution prevention, spill response, code compliance, development regulation, and stream monitoring – along with education and outreach to residents, businesses, and customers to foster healthy watershed stewardship.

2019-2025 Capital Facilities Plan stormwater projects underway:

- SW 1- 108th/112th Ave NE Drainage Improvements
- SW12 - Sammamish River Side Channel Restoration
- SW 14 - Blyth Creek Erosion Control
- SW 20 - Sammamish River and Waynita Creek Restoration
- SW 23 - 35th Ave SE Drainage Improvements

Stormwater grants applied for:

- \$500,000 - SW30 - Parr Creek/NE 195th Fish Passage - Design Phase
- \$200,000 - SW14 - Blyth Creek Erosion Control- Construction Phase
- \$144,000 - SW2 - Canyon Ridge Estates Pond Retrofit
- \$60,000 - SW 2 - Enhanced Maintenance Plan for Decant Facility

Upcoming new NPDES permit requirements:

- Targeted Stormwater Management Action Plan
- Long-term citywide stormwater planning
- New source control inspection program for existing development
- Ongoing mapping of all stormwater outfalls, including size and material
- Preparation for 2024 NPDES permit issuance requirements for existing development

Additional items:

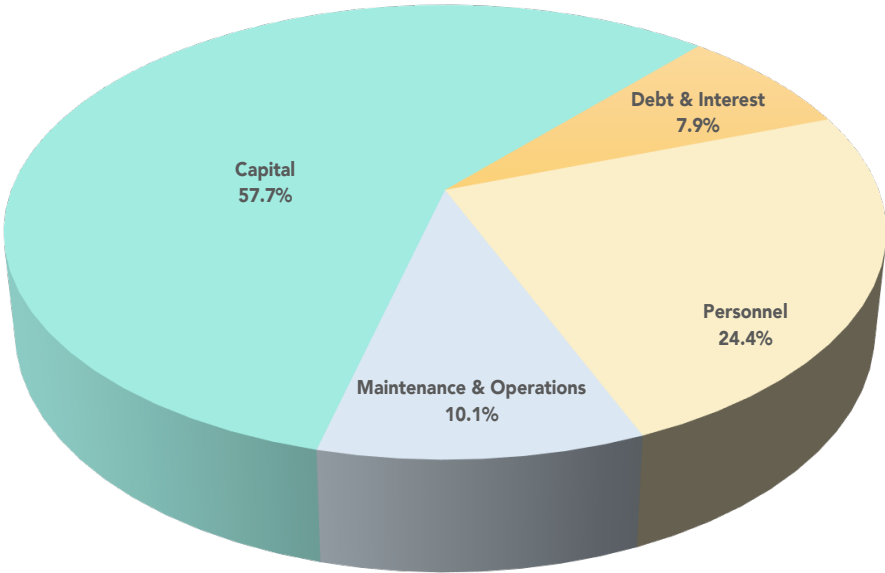
- Public Works is working on re-accreditation, to be completed in the 4th quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of customer service concerns addressed within 48 hours	100%	100%
% of planned catch basin cleaning program completed	50%	50%
% of spills responded to within the required 24-hour period	100%	100%
% of capital projects leveraged by grants or loans	80%	80%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$4,511,218	\$5,500,381	\$6,187,818
Maintenance & Operations	2,059,425	1,910,127	2,552,747
Capital	2,603,648	9,838,414	14,632,371
Debt & Interest	715,555	1,910,311	1,992,067
Subtotal	\$9,889,846	\$19,159,233	\$25,365,003
Interfund Transactions	1,426,253	1,603,424	2,097,951
Operating Transfers	502,268	521,244	507,788
Total Expenditures	\$11,818,367	\$21,283,901	\$27,970,742
Annual Cost Per Capita	\$208.40	\$393.94	\$512.12

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$687,437 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers.
- Maintenance & operations costs are rising by \$642,620. \$173,102 of this figure stems from increases in excise taxes (paid to the state) and utility taxes (paid to the General Fund). \$160,000 has been added for an increase in contracted services toward stormwater pond restoration efforts.
- Planned capital projects are outlined in the City’s 2023-29 Capital Facilities Plan.
- A 6% rate increase is proposed for 2023.

FUNDS & DEPARTMENTS

INTERNAL SERVICE FUNDS

- Equipment Rental Fund
- Self Insurance Fund
- Asset Replacement Fund

Equipment Rental Fund (Public Works – Fleet Division)

The Fleet Division of Public Works is an internal service division that maintains and repairs City-owned equipment and vehicles. Fleet services include the maintenance, repair, procurement, and specification development of City vehicles and equipment. Duties also include marketing surplus vehicles and equipment, pool vehicle management, and oversight of the fuel system and maintenance shop lease agreement with the Northshore School District.

The Fleet Division works with the Finance Department to provide oversight for the City’s vehicle asset replacement program, and develops short and long-term financial planning for the Fleet program with a focus on efficiency and sustainability. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

Mission Statement

To provide timely, reliable, professional service to our customers that directly serve the community.

Learn more about our Fleet program at <http://bothellwa.gov/1532/Fleet>.

2021-2022 ACCOMPLISHMENTS

- Maintained City equipment and vehicles efficiently and effectively, completing 990 work orders in 2021-2022 (thru June 2022).
- Purchased and outfitted four Safe and Secure levy-funded vehicles (one aid unit and three police vehicles).
- Purchased and outfitted two replacement Police patrol vehicles.

2023-2024 OUTCOMES & ACTIVITIES

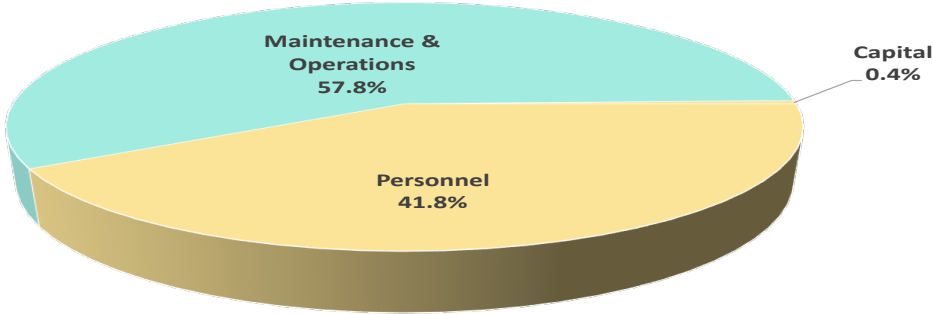
- The passage of the Safe and Secure levy in November 2018 means that as levy programs are implemented, up to nine pieces of equipment will ultimately be added to the City’s fleet.
- Purchase the final two Safe and Secure levy vehicles for Police.
- Perform several asset replacement projects approved for 2023-2024.
- Develop a “Green Fleet” program that may include additional electrification and alternative fuels.
- Public Works is working on re-accreditation to be completed in the fourth quarter of 2024.

PERFORMANCE MEASURES

Performance Measure	2023 Target	2024 Target
% of ER asset replacement with Hybrid or EV option	5%	5%
% of Preventive Maintenance completed on time	80%	80%

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$894,234	\$1,307,433	\$1,478,576
Maintenance & Operations	1,154,188	1,509,010	2,044,727
Capital	14,001	16,028	15,069
Debt & Interest	-	-	-
Subtotal	\$2,062,423	\$2,832,471	\$3,538,372
Interfund Transactions	13,625	14,840	18,889
Operating Transfers	2,165,548	2,460,974	2,696,920
Total Expenditures	\$4,241,596	\$5,308,285	\$6,254,181
Annual Cost Per Capita	\$43.46	\$58.24	\$71.44

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing \$171,143 from the 2021-22 budget. Step, cost-of-living, and benefit increases are the primary drivers.
- Maintenance & operations costs are increasing by \$535,717. Steep climbs in the costs of fuel and replacement parts account for the vast majority of this increase.

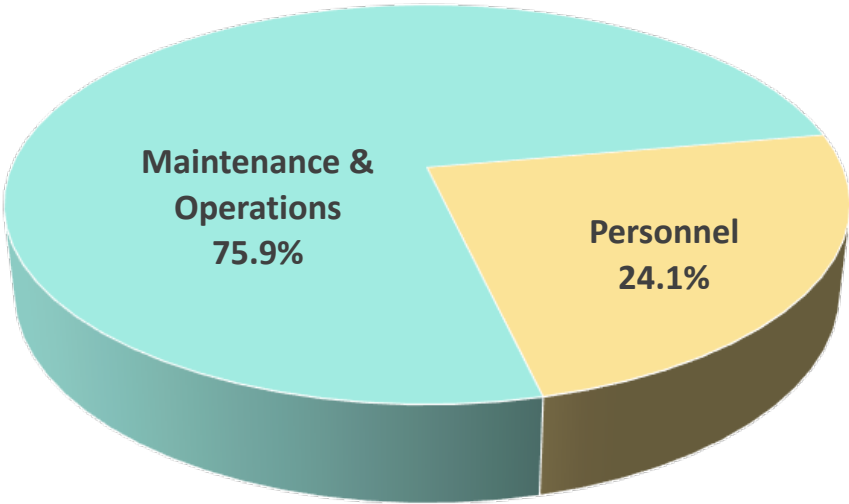
Self Insurance Fund

The Self Insurance Fund accounts for the costs of administering the City’s self-insurance liability, property insurance risks, and the in-house Safety Program.

Medical insurance and long-term care premiums for Law Enforcement Officers’ and Firefighters’ (LEOFF) Plan 1 retirees, along with any uninsured benefit reimbursement payments, are also accounted for in this fund.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$963,722	\$1,145,701	\$1,165,947
Maintenance & Operations	2,557,852	2,777,284	3,671,287
Capital	5,356	5,356	5,356
Debt & Interest	-	-	-
Subtotal	\$3,526,931	\$3,928,341	\$4,842,590
Interfund Transactions	20,329	14,898	15,442
Operating Transfers	-	-	-
Total Expenditures	\$3,547,260	\$3,943,239	\$4,858,032
Annual Cost Per Capita	\$74.32	\$80.77	\$97.77

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Personnel costs are increasing just \$20,246 from the 2021-22 budget.
- Maintenance & operations costs are rising by \$894,003. This increase is nearly all attributable to projected increases in the City’s insurance premiums.

Asset Replacement Fund

The Asset Replacement Fund provides a mechanism for the City to set aside monies and ensure that funds are available to replace major assets when they reach the end of their useful lives.

The Asset Replacement Fund functions as an Internal Service Fund. Assets are expensed in the fund or department where they are originally purchased, and then are added to the City’s asset replacement schedule. Monies need to be allocated to this fund each year based on the future cost and expected life of each asset.

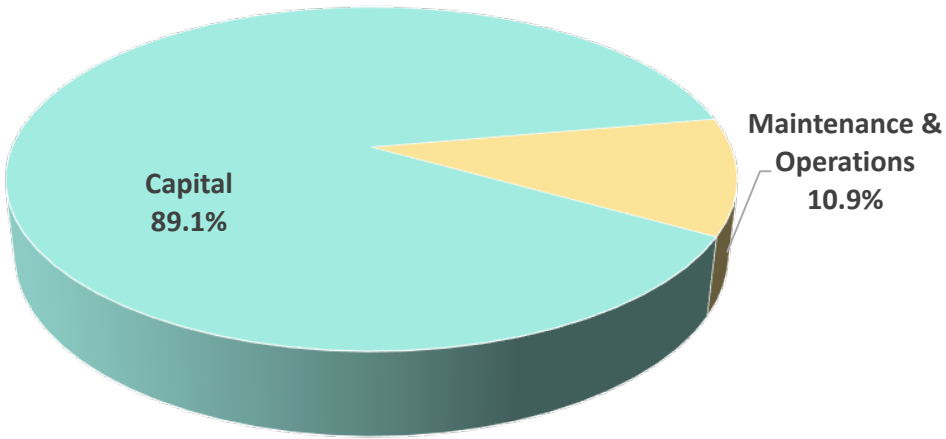
Given currently scheduled allocations, the Asset Replacement Fund has sufficient funding to cover purchases that are scheduled over the next seven years. Significant monies will need to continue to be set aside to fund purchases beyond 2029.

The Public Works Fleet Division works closely with all impacted departments and the Finance Department annually to evaluate the fleet replacement schedule for maximum efficiency and departmental need. The guidelines for vehicle replacement are based upon predetermined age and mileage criteria, with additional consideration given to condition of the vehicle, maintenance costs, functionality, anticipated depreciation, and resale value. Timely replacement ensures vehicles are replaced once the lifecycle or economic costs reach a minimum threshold.

The City has an internal Fleet Committee that includes representatives from each department with assigned City vehicles. The Fleet Division discusses replacement recommendations with the committee annually and during the biennial budget process, to review the schedule and determine replacement requirements and vehicle specifications. The committee’s goals include developing the most efficient fleet that meets department requirements and enables staff to best serve the community. In addition, the committee has a heavy focus on right-sizing the fleet and pursuing opportunities to increase the green fleet (alternative fuels or increased fuel efficiency).

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	480,002	1,038,908	1,426,885
Capital	2,260,725	3,450,901	11,608,594
Debt & Interest	-	-	-
Subtotal	\$2,740,727	\$4,489,809	\$13,035,479
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$2,740,727	\$4,489,809	\$13,035,479
Annual Cost Per Capita	\$57.75	\$92.32	\$263.19

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



2023-24 Financial Notes

- Replacement equipment and infrastructure maintenance spending is budgeted for this fund as per the City’s asset replacement schedule. Departments update their portions of the schedule during each budget preparation cycle.
- Based on projected replacements and planned set-aside payments, the fund has sufficient monies to cover purchase over the next seven years, and to begin and end that period with a fund balance of around \$6 million.
- Continued set-asides will be needed into the future to maintain this fund’s viability as replacement costs increase and the City adds to its infrastructure.

2023-2024 Items Budgeted for Purchase

Dept	Asset Description	2023	2024
Facilities	Blyth Park - restrooms & pump station	\$0	\$515,000
	Bothell Ops Center shop - energy mgmt system	50,000	0
	Courthouse - HVAC units (3)	75,000	0
	Hannan House - furnace	10,000	0
	Police secondary building - HVAC units (4)	54,000	0
	Police station - gas hot water tanks (2)	30,000	0
	Police station - HVAC units (2)	40,000	0
	Beckstrom Cabin - roof	10,000	0
	Blyth Park - parking lot reseal	7,400	0
	Bothell Landing restrooms - exterior paint	10,000	0
	Bothell Landing restrooms - roof	0	15,450
	Bothell Landing schoolhouse - exterior paint	10,000	0
	Bothell Ops Center shop - parking lot reseal	15,000	0
	Cedar Grove Park caretaker house - exterior paint	7,000	0
	Cedar Grove Park caretaker house - roof	6,000	0
	Cedar Grove Park restrooms - exterior seal	4,500	0
	Centennial Park - parking lot reseal	7,950	0
	Centennial Park restrooms - exterior seal	4,500	0
	Centennial Park restrooms - interior paint	3,000	0
	Courthouse - carpeting	50,000	0
	Courthouse - exterior stucco/brick	2,000	0
	Courthouse - interior paint	20,000	0
	Courthouse - parking lot reseal	3,300	0
	Doug Allen Sportsfield restrooms - seal	4,000	0
	Former Wayne GC - bridge repair	150,000	0
	Hannan House - roof	50,000	0
	Lytle House - exterior paint	7,000	0
	Lytle House - roof	50,000	0
	Lytle House - stove	750	0
	North Creek Fields #2/#4 restrooms - seal	3,700	0
	North Creek Schoolhouse - exterior paint	10,000	0
	North Creek Schoolhouse - roof	50,000	0
	Police station - parking lot reseal	7,000	0
	Stipek Park restrooms - exterior paint/seal	1,500	0
	Total Facilities	\$753,600	\$530,450

Dept	Asset Description	2023	2024
Parks & Rec	#10 - 2014 Ford F250	\$0	\$48,864
	#15 - 2014 Ford F250	0	48,864
	#45 - 2011 Ford F250 4x4	48,000	0
	#P15 - 2014 John Deere Gator XPX 4x4	18,000	0
	#P3 - 2016 John Deere mower	24,000	0
	#P7 - 2012 John Deere Gator w/infield renovator	18,000	0
	Bloomberg Hill Park - playground equipment	65,000	0
	Bothell Landing - boardwalk	20,000	0
	Bothell Landing - gazebo	0	20,600
	Bothell Landing - playground equipment	0	206,000
	Brickyard Road Park - playground equipment	65,000	0
	Buffalo mower/blower	0	6,180
	Cedar Grove Park - boardwalk	35,000	0
	Centennial Park - view deck	0	20,600
	Conifer View Park - playground equipment	65,000	0
	North Creek Field #1 - turf, backstop, bleachers	0	1,236,000
	North Creek Fields - weather station	0	10,300
	Royal Oaks Park - playground equipment	0	51,500
	Stipek Park - playground equipment	0	92,700
	William Penn Park - playground equipment	65,000	0
	Brickyard Road Park - sports court	30,000	0
	Conifer View Park - ADA access pathway	20,000	0
	Conifer View Park - sports court	20,000	0
	Royal Oaks Park - sports court	20,000	0
	Stipek Park - sports court	20,000	0
	Swedish Cemetery - signage	3,500	0
	William Penn Park - sports court	20,000	0
	Total Parks & Recreation	\$556,500	\$1,741,608

Dept	Asset Description	2023	2024
Info Services	Conference room projectors (2)	\$16,000	\$0
	Core network switches (3)	99,999	0
	Council chambers AV control equipment	50,000	0
	Financial software system - move to cloud	200,000	0
	Mass storage devices (2)	0	206,000
	Permitting software system	0	329,600
	UPS backup system - Bothell Ops Center	0	41,200
	UPS backup system - Police Station	14,000	0
	Conference room TV monitors	2,000	0
	Desktop PCs (60)	78,000	0
	Laptop PCs (23)	32,200	0
	Ruggedized laptops (2023 - 26, 2024 - 2)	130,000	10,300
	Tablet PCs (2023 - 6, 2024 - 12)	9,600	19,776
	UPS system batteries - Bothell Ops Center	0	10,300
	Total Information Services	\$631,799	\$617,176
Dept	Asset Description	2023	2024
Fire	Base radios (5)	\$50,000	\$0
	Bunker gear washer/extractor	25,000	0
	Climber mills (3)	18,000	0
	Defibrillators (11)	0	56,650
	Elliptical trainers (3)	22,500	0
	F2409 - 2005 Chevy Silverado (Response Ops)	55,000	0
	F7413 - 2010 Navistar aid car	290,000	0
	F7414 - 2017 Ford E350 aid car	290,000	0
	F9402 - 2004 Sutphen ladder truck	0	1,947,200
	Gas detectors (5)	40,000	0
	Mobile data terminals (10)	105,000	0
	SCBA posi-check test bench	0	15,450
	Search camera	6,200	0
	"Smart board" for Emergency Comm Center	7,000	0
	Tech rescue tripod/CSR	6,500	0
	Thermal images (7)	0	92,701
	Ballistic vests (25)	27,100	0
	BLS suction units/bases (2023 - 3, 2024 - 3)	4,500	4,635
	Bunker gear (2023 - 15, 2024 - 15)	45,375	46,740
	Chainsaws/rescue saws (3)	5,502	0
	Gas powered tools	6,000	0
	Heavy rescue cutting tools	10,000	0
	Mattresses - Station 42 (10)	10,000	0
	Rappel gloves/pads/glasses	6,000	0
	Recliners - Station 42 (11)	11,000	0
	Rowing machines (3)	3,501	0
	Technical rescue backpacks	7,000	0
	Trenching equipment	4,000	0
	Wetsuits	3,500	0
	Total Fire	\$1,058,678	\$2,163,376

Dept	Asset Description	2023	2024
Public Works	#11 - 2004 Ford F150XL extended cab 4x4	\$65,000	\$0
	#25 - 2014 Elgin Eagle sweeper	350,000	0
	#28 - 2005 Ford F450 flatbed dump truck	55,000	0
	#34 - 2006 Ford F550 flatbed truck	55,000	0
	#50 - 2016 Tymco sweeper	0	356,300
	#57 - 2009 Ford F350 w/crane	65,000	0
	#61 - 2009 Ford F550 flatbed dump truck	80,000	0
	#64 - 2009 Ford F350 flatbed truck	0	66,170
	#65 - 2013 International vactor truck	535,000	0
	#68 - 1992 NW Custom equipment trailer	7,000	0
	#71A - 2019 JD Tiger 50" mower head	0	20,360
	#ST1 - 2016 John Deere mower w/broom attach	25,000	0
	Total Public Works	\$1,237,000	\$442,830

Dept	Asset Description	2023	2024
Police	Biohazard dry safe	\$8,700	\$0
	Evidence room lockers	0	36,050
	Incident command vehicle equipment	35,000	0
	Live scan fingerprinting system	0	20,656
	P001 - 2016 Ford Interceptor Training (Patrol)	65,000	0
	P003 - 2017 Chevy Tahoe (Patrol)	75,000	0
	P004 - 2015 Ford Interceptor Utility (Patrol)	65,000	0
	P005 - 2016 Ford Interceptor Utility (Patrol)	65,000	0
	P006 - 2016 Ford Interceptor Utility (Traffic)	65,000	0
	P009 - 2015 Chevy Tahoe (Patrol)	75,000	0
	P011 - 2020 Ford Interceptor Utility (Patrol)	0	66,170
	P014 - 2020 Ford Interceptor Utility (Patrol)	0	66,170
	P015 - 2012 Dodge Charger (Traffic)	65,000	0
	P017 - 2017 Ford Interceptor Utility (Patrol)	65,000	0
	P018, P019, P049 - 2016 BMW motorcycles (Traffic)	96,000	0
	P022 - 2017 Ford Transit cargo van (Detention)	0	61,080
	P024 - 2013 Ford Interceptor Utility (Admin)	60,000	0
	P026 - 2016 Ford Interceptor (Detective)	60,000	0
	P036 - 2013 Dodge crew cab pickup (Canine)	65,000	0
	P037 - 2017 Ford Explorer (Detective)	0	61,080
	P040 - 2016 Ford Interceptor Utility (SRO)	60,000	0
	P041 - 2014 Ford Interceptor Utility (Admin)	55,000	0
	P042 - 2016 Ford Interceptor Sedan (Detective)	60,000	0
	P043 - 2015 Ford Interceptor (Detective)	0	61,080
	P044 - 2013 Ford Interceptor Sedan (Admin)	55,000	0
	P046 - 2015 Ford Interceptor Utility (Detective)	60,000	0
	P048 - 1999 Chevy Express van (Traffic)	55,000	0
	Traffic vehicle video cameras (5)	32,610	0
	Duty vests (2023 - 43, 2024 - 10)	43,000	10,300
	Evidence room security system	0	978
	Handguns (2023 - 26, 2024 - 15)	20,800	12,360
	Heavy shields (2)	0	3,674
	Night vision monoculars (2)	6,028	0
	Rifles (2023 - 35, 2024 - 15)	98,000	43,260
	SRT ballistic vests (5)	7,125	0
	SRT helmets (7)	6,202	0
	Tasers (17)	18,615	0
	"Throw & go" armored plates	14,564	0
	Trauma plates for duty vests (69)	6,900	0
	Viper recording system	4,500	0
	Total Police	\$1,471,718	\$439,184
Depreciation	Depreciation	\$729,711	\$661,849
GRAND TOTAL		\$6,439,006	\$6,596,473
Capital assets / improvements / depreciation (2023 - \$5,186,220 2024 - \$6,422,374)			
Non-capital assets / repairs & maintenance (2023 - \$1,252,786 2024 - \$174,099)			

FUNDS & DEPARTMENTS

EXPENDABLE TRUST FUNDS

- Cemetery Endowment Fund
- Firemen's Pension Reserve Fund

Cemetery Endowment Fund

The Cemetery Endowment Fund was established in 1993 to account for Bothell’s Pioneer Cemetery plot sales, donations, and investment earnings.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$0	\$0	\$0
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$0	\$0	\$0
Annual Cost Per Capita	\$0.00	\$0.00	\$0.00

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.

2023-24 Financial Notes

- Maintenance and operations costs are typically minimal for this fund. No spending is currently planned for 2023-24.

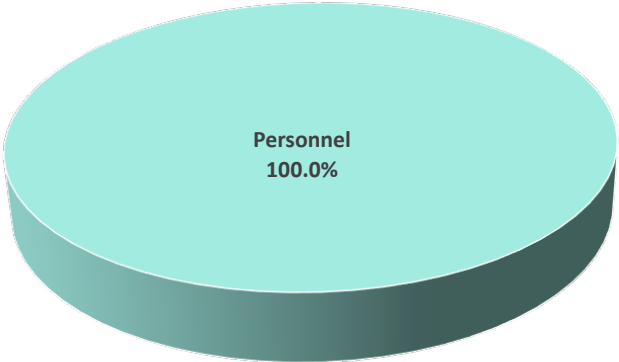
Firemen’s Pension Reserve Fund

State law (RCW 41.16.050) requires all municipalities in Washington to designate a Firemen’s Pension Fund. The State of Washington collects a two percent tax on all insurance premiums. Twenty-five percent of taxes collected on fire policies and the fire component of multi-peril policies are allocated to cites and fire districts, based on the number of full-time firefighters they employ.

The Firemen’s Pension Reserve Fund accounts for monies accrued prior to the Washington Law Enforcement Officers’ and Firefighers’ (LEOFF) retirement pension system, as well as annual receipts of the fire insurance premium tax. Reserve resources are utilized to supplement annuity benefit payments for LEOFF Plan 1 retirees.

Expenditures	Actual 2019-2020	Budget 2021-2022	Budget 2023-2024
Personnel	\$124,204	\$144,000	\$144,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Subtotal	\$124,204	\$144,000	\$144,000
Interfund Transactions	-	-	-
Operating Transfers	-	-	-
Total Expenditures	\$124,204	\$144,000	\$144,000
Annual Cost Per Capita	\$2.62	\$3.30	\$2.91

Annual Cost per Capita excludes Interfund Transactions and Operating Transfers.
2019-2022 population estimates from Washington State Office of Financial Management; 2023-24 figures projected internally.



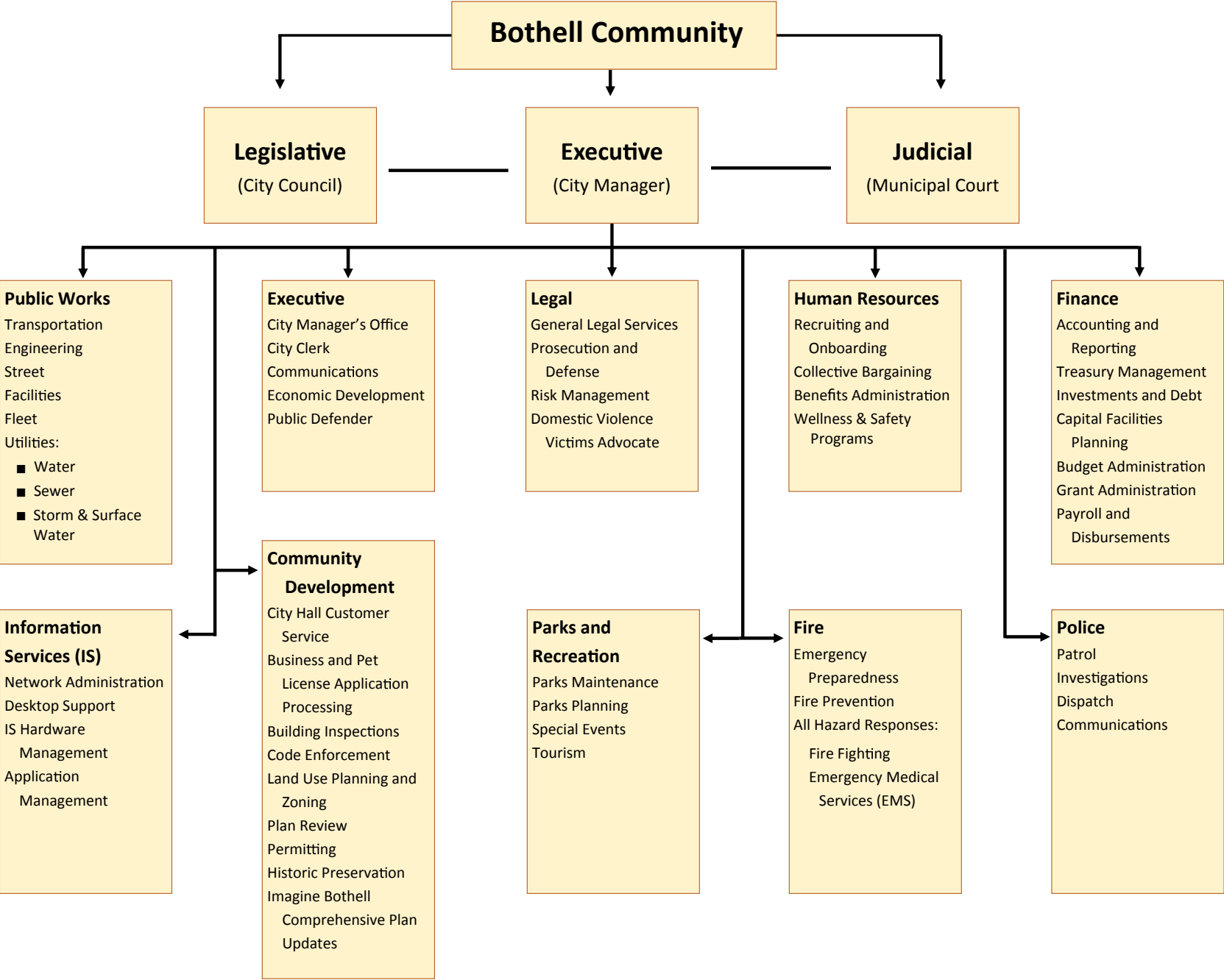
2023-24 Financial Notes

- Fire Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF (Law Enforcement Officers and Fire Fighters) retirees who were hired before October 1977.

APPENDICES

APPENDIX A

- Organizational Chart
- Authorized Positions by Department



Department/Division	Authorized Positions			
	2021	2022	2023	2024
Municipal Court*	6.850	6.850	6.850	6.850
Total	6.850	6.850	6.850	6.850
Executive Department				
City Manager's Office*	7.500	7.500	9.000	9.000
City Clerk	3.000	3.000	3.000	3.000
Emergency Management	1.500	1.500	-	-
Total	12.000	12.000	12.000	12.000
Finance Department*	10.500	10.500	11.000	11.000
Total	10.500	10.500	11.000	11.000
Legal Department*	5.750	5.750	5.750	5.750
Total	5.750	5.750	5.750	5.750
Human Resources Department*	6.000	6.000	6.000	6.000
Total	6.000	6.000	6.000	6.000
Information Services Department	15.000	15.000	15.000	15.000
Total	15.000	15.000	15.000	15.000
Non-Departmental (General Fund)				
Arts Commission (Parks & Recreation)	0.200	0.200	0.200	0.200
Customer Service Counter (Community Development)	0.750	0.750	0.750	0.750
Sustainability Program (Public Works)	0.800	0.800	0.800	0.800
Tourism (Parks & Recreation)	0.800	0.800	0.800	0.800
Total	2.550	2.550	2.550	2.550
Police Department				
Administration	17.000	17.000	17.000	17.000
Support Services	18.000	18.000	18.000	18.000
Operations	44.000	44.000	44.000	44.000
Investigations	13.000	13.000	13.000	13.000
Total	92.000	92.000	92.000	92.000
Fire Department				
Administration	11.000	11.000	11.000	11.000
Suppression & EMS	50.000	50.000	50.000	50.000
Community Risk Reduction	3.000	3.000	3.000	3.000
Public Education	1.000	1.000	1.000	1.000
Training	2.000	2.000	2.000	2.000
Emergency Management	-	-	1.500	1.500
Total	67.000	67.000	68.500	68.500

Department/Division	Authorized Positions			
	2021	2022	2023	2024
Public Works Department				
Engineering/Administration	25.650	26.650	26.500	26.500
Facilities	5.900	5.900	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.550	13.550	13.550	13.550
Storm & Surface Water	20.150	20.150	20.200	20.200
Sewer	9.425	9.425	9.975	9.975
Water	10.925	10.925	10.475	10.475
Total	90.450	91.450	91.450	91.450
Parks & Recreation Department				
Administration*	4.000	4.000	5.000	5.000
M&O - Parks	11.000	11.000	11.000	11.000
Total	15.000	15.000	16.000	16.000
Community Development Department				
Administrative Services	6.000	6.000	6.000	6.000
Building & Permit Services	12.000	12.000	13.000	13.000
Planning Services	7.000	7.000	7.000	7.000
Total	25.000	25.000	26.000	26.000
Public Safety Levy				
Facilities (Public Works)	1.000	1.000	1.000	1.000
Municipal Court	1.000	1.000	1.000	1.000
Information Services	1.000	1.000	1.000	1.000
Police - Administration	1.000	1.000	2.000	2.000
Police - Investigations	1.000	1.000	1.000	1.000
Police - Operations	15.000	15.000	13.000	13.000
Police - RADAR Program	-	-	1.000	1.000
Police - Support Services	1.000	1.000	1.000	1.000
Fire - Suppression & EMS	6.000	6.000	6.000	6.000
Total	27.000	27.000	27.000	27.000
Self-Insurance Fund				
Risk Management (Legal)	1.250	1.250	1.250	1.250
Safety Program (Human Resources)	1.000	1.000	1.000	1.000
Total	2.250	2.250	2.250	2.250
Grand Total	377.350	378.350	382.350	382.350

*2023-24 figures include American Rescue Plan (ARPA) limited-term positions:

Municipal Court	1.0 FTE
City Manager's Office	1.0 FTE
Finance Department	1.0 FTE
Legal Department	0.5 FTE
Human Resources Department	1.0 FTE
Parks & Recreation Department	2.0 FTE

APPENDICES

APPENDIX B

- City Manager Budget Call Letter
- Budget Development Process
- Budget Calendar
- Budget Ordinance

Memorandum



Date: May 11, 2022
To: 2023-24 Department Budget Coordinators
Cc: ELT and Managers
From: Erin Leonhart, Interim City Manager
Through: Maureen Schols, Interim Finance Director
Subject: 2023-24 Budget Development Kickoff

Welcome to the 2023-24 budget development kickoff meeting!

This year's budget development will be new in many ways. We have a new City Council that is working to establish their goals and priorities. We have City staff that are new to the budget process, and we have a new City Manager arriving that will provide us direction as we move forward.

The City Council's April retreat focused on the community survey results, establishing budget priorities and providing direction to City Manager and staff. The results from the community survey for the 2023-24 budget investments included:

- Providing high quality recreational programs, city parks, trails and open spaces
- Providing adequate transportation and infrastructure
- Protecting and conserving the environment and our natural resources
- Managing growth and development

One of the driving factors in this year's budget preparation is the cost of living adjustment (COLA) and the inflation rate. Personnel costs (salaries and benefits) comprise 75-80% of the City's budget. Many of the City's labor contracts are tied to June-over-June CPI-W for Seattle/Tacoma/Bellevue. Early estimates project an increase of 5% in 2022. Inflation also affects the City's purchases of goods and services. Based upon what is known and unknown at this time, Council provided staff the following direction to begin developing the 2023-24 budget:

Current Budget Development Assumptions (subject to change)

- Baseline budget – meaning that we begin with a baseline based upon the 2021-22 budget.

Memorandum



- Service levels – No reduction in levels of service or programs
- Personnel costs – estimated at 5% cost-of-living adjustment (COLA)
- Maintenance and operations (M&O) costs – estimated at 2.5%
- No new add requests at this time

The Finance Department has begun early estimates based upon Council direction and will be working with the Budget Coordinators in the development of the 2023-24 Budget.

Next Steps

The Finance Department has created a Budget Helpdesk where budget coordinators can ask questions regarding their department's budget, request training on how-to enter their budget in the Munis software, etc.

The Munis budget software has been updated with your department's previous budget detail, and therefore, ready for budget coordinators to begin entering their department's 2023-24 budget detail at any time! Finance staff are ready and willing to help you through this process.

Thanks to all of you in advance for participating in the budget process and working so diligently to produce a budget that articulates the Council's priorities, and developing the best possible spending plan to effectively and efficiently achieve them.



Why is so much organizational energy invested into building the budget?
It is about building a better community through the development of a strategic financial plan that ensures the scarce resources available to meet community's needs are used as wisely and effectively as possible.

Budget Development Process

Introduction	<p>Welcome to the biennial budget process!</p> <p>Per state law, the City Manager must submit a recommended “balanced” biennial budget to Council by the first business day in November. The proposed budget needs to address all fiscal issues - including revenues, expenditures, and service levels. The City Council will consider the City Manager’s recommended budget, provide ample opportunity for public input, make modifications as they deem necessary, and adopt the final budget in advance of the beginning of the ensuing biennium.</p> <p>The adopted budget serves as a financial planning and policy document for use by residents, staff, and Council members. The staff’s mission is to prepare the best information possible including the detailed impact of choices related to fiscal issues, along with program costs and levels of service. Armed with this information and assisted by public input, the Council can make well-informed decisions that lead to good public policy.</p>
Budget Approach	<p>City management utilizes a collaborative, decentralized approach to budgeting, involving Council, staff, and the community. This approach:</p> <ul style="list-style-type: none">• exposes the broadest number of people to the process;• encourages a strong sense of community; and• allows all those involved to take ownership of the budget process, as well as the final adopted spending plan.
Responsibilities	<p>The Council establishes a community vision, strategic plan, goals and priorities. The Council then provides direction to City Manager and staff in developing the budget.</p> <p>The City Manager develops the recommended budget based on Council’s identified goals and priorities. The Council then reviews the recommended budget, makes adjustments as deemed necessary, and adopts their final spending plan.</p>

Community	<p>Community participation in the budget process is not only desired, but necessary to ensure their priorities are known.</p> <p>The budget is a plan for spending residents’ money on services for the community. Therefore, the City makes every effort to ensure the budget process is open and interactive from beginning to end.</p>
Council	<p>Through the adoption of goals and established priorities, Council provides clear direction for staff to develop an effective work plan for the ensuing biennium. Council also adopts financial policies that establish expenditure, fund balance reserve, and debt capacity limits. In addition, Council adopts taxation levels and the City’s fee schedule.</p> <p>Council’s guidance to staff helps ensure that the proposed budget:</p> <ul style="list-style-type: none">• serves the needs of the City;• is a means to match resource needs to goals; and• outlines a clear spending plan that makes sense to residents.
City Manager	<p>The City Manager leads the budget process to ensure it keeps with the goals and priorities established by the Council. The City Manager is ultimately responsible for balancing projected beginning fund balance, expected revenues, and expenditure requests into a comprehensive and responsible spending plan.</p>
Finance Director	<p>The Finance Director projects revenues, plans and oversees the development and coordination of the budget process, assists the City Manager in balancing departmental requests, and prepares the proposed budget document.</p>
Department Directors	<p>Directors prepare recommended work plans in accordance with Council’s goals.</p> <p>Directors also have discretion over the line items included in their budgets. They are accountable to the City Manager for service delivery consistent with City policy, departmental expenditure levels, and the legality of their decision-making.</p>

Budget Team	Budget Team meetings are held in a “roundtable” format. Each director appoints staff to the budget team whom they deem key in the development and oversight of their department’s budget. The Budget Team meets routinely with the Finance staff throughout the budget development process to foster strong communication between departments and ensure the timeliness and accuracy of budget data.
Budget Coordinator	<p>Staff member(s) are designated by each director to act as their department’s liaison to the Finance Director throughout the budget process. The Budget Coordinator:</p> <ul style="list-style-type: none">• Provides a central point within their department to receive and disseminate information to staff with budget responsibilities;• Copies and distributes materials to appropriate staff members;• Provides a central point of collection for their department’s budget materials and assembles data for submittal to the Finance Department;• Is responsible for final review of materials before submittal; and• Provides clarification and responds to specific concerns.
Departmental Budget Sessions	<p>Following submittal of proposed departmental budgets, budget discussion sessions are scheduled. During budget sessions, directors in coordination with their budget teams have the opportunity to present their budget submittals and describe their department’s work plan, program needs, and capital requests to the City Manager and Finance Director.</p> <p>Budget sessions provide the City Manager and Finance Director the opportunity to ask questions, review line-item detail, and clarify departmental goals and objectives.</p>
Budget Balancing	Balancing departmental expenditure requests against available funding is where the allocation of scarce City resources to meet the many needs of the community becomes most difficult.

Budget Balancing	<p>The City Manager, with the assistance of the Finance Director, analyzes departmental budget requests and prioritizes citywide needs based on Council’s goals and priorities.</p> <p>The result is the City Manager’s proposed biennial budget.</p>
Ending Fund Balance	<p>The first step in the development of the biennial budget is to determine the projected prior year ending fund balance. Staff analyzes the following factors:</p> <ul style="list-style-type: none">• Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.• Revenues – Revenue projections are analyzed and updated as necessary.• Expenditures – Expenditure appropriations are reviewed and updated as necessary, as well as, one-time expenditures and capital projects that are not expected to be completed by year-end.
Proposed Budget Document	<p>The proposed budget document is an operations guide. It is one of the most important communication tools the City has to describe its policies, operations, and fiscal plan to the community.</p> <p>The budget should divide Council’s goals and priorities into clear action steps. For example, each department’s work plan should describe how the director intends to use departmental resources to achieve Council’s goals.</p>
Adopted Budget Document	<p>A budget is intended to be a means of managing City resources. The document is merely a point of reference. Staff stays focused on the budget progress (not process) during the ensuing biennium:</p> <ul style="list-style-type: none">• Are the assumptions proving true with revenues?• Did budgeted employee benefit levels change?• Are capital projects being built?• Is a budget modification needed?• Are capital assets being purchased?• Are capital costs in line with budget expectations?

In Conclusion

Successful budget development means:

- Identifying community needs and goals;
- Forecasting available City resources;
- Determining the City's capability of meeting the community's wants and needs; and
- Developing a spending plan that matches resources with needs.

A successful budget development process results in:

- Everyone understanding the strategic direction of the City; and
- Adoption of a balanced budget, which implements efficient use of community resources towards accomplishing Council's goals and priorities, and realizing the community's vision.

Once again, we commit ourselves to working through this process – to produce a budget that clearly articulates Council's goals and priorities, and crafting the best possible spending plan to effectively and efficiently achieve them.

Thanks in advance to all the staff that will once again work so diligently to make Bothell's budget process run efficiently and dedicate their various abilities and vast knowledge to crafting an effective spending plan for our City.



City Manager Budget Call Letter	May
Departmental Budget Narratives Due	July
Departmental Budget Requests Due to City Manager	August
Departmental Budget Presentations to City Manager	August - September
Revenue and Expenditure Estimates to City Council	September
City Manager's Proposed Budget to City Council City Council Budget Deliberations Begin	October
Public Hearings on City Manager's Proposed Budget	October - December
Public Hearings on Property Tax Levies/Utility Rates	November
Budget Adoption	November - December

ORDINANCE NO. 2387 (2022)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2023; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

WHEREAS, on or before the first business day in the third month prior to the beginning of fiscal year 2023, the Finance Director submitted to the City Manager the estimates of revenues and expenditures for the next biennium as required by law; and

WHEREAS, the City Manager reviewed the estimates and made such revisions and/or additions as deemed advisable, and prior to sixty (60) days before the beginning of fiscal year 2023, filed the said revised preliminary budget (the Preliminary Budget) with the City Clerk together with his budget message and his recommendation for the final budget; and

WHEREAS, the City Clerk provided sufficient copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers and posted notice of filing for the availability of said preliminary budget, together with the date of a public hearing for the purpose of fixing the final budget, all as required by law; and

WHEREAS, the detailed Preliminary Budget was published as the City Manager's Proposed Budget; and

WHEREAS, the Final Budget, represented by the table that follows the recitals, is the Preliminary Budget plus the changes discussed by the City Council during their budget deliberations; and

WHEREAS, the City Council met on November 15, 2022, which was on or before the first Monday or a month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget and to conduct a public hearing on the Final Budget, all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, following the conclusion of said hearings the City Council made such adoptions and changes as it deemed necessary and proper.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The Final Budget for the 2023-2024 biennium, a copy of which has been and is now on file with the office of the City Clerk, and said Final Budget as shown in the table contained in Section 2 shall be and the same is hereby adopted in full.

Section 2. The following table sets forth the Final Budget and contains totals of estimated revenues for each separate fund and the aggregate totals for all such funds combined, and totals of estimated expenditures for each separate fund and the aggregate totals for all such funds combined.

2023-2024 Final Budget		
FUND	Revenues	Expenditures
General	\$135,360,847	\$141,515,252
Budget Stabilization	0	0
Street	13,762,926	16,236,341
Arterial Street	11,027,918	6,117,200
Park Cumulative Reserve	4,733,132	3,635,410
Drug Seizure	34,000	32,500
Fire Impact Fees	110,000	710,000
Public Safety Levy	11,719,961	11,966,705
American Rescue Plan	0	7,674,660
LIFT GO Bond Redemption	3,992,375	3,992,375
2013 GO Bond Redemption	1,392,126	1,392,126
Fire Station GO Bond Redemption	4,481,800	4,481,800
Capital Improvements	69,104,241	75,506,195
Public Safety Capital	2,691,000	3,530,000
Water	17,259,662	21,815,522
Sewer	20,543,242	24,778,126
Storm & Surface Water	18,917,829	27,970,742
Equipment Rental	6,254,184	6,254,181
Self Insurance	4,858,032	4,858,032
Asset Replacement	7,145,620	13,035,479
Cemetery Endowment	0	0
Firemen's Pension Reserve	160,000	144,000
TOTAL	\$333,548,895	\$375,646,646

Section 3. Exhibit A, which is attached hereto and incorporated herein by this reference as though set forth in full, sets forth the authorized positions of employment with the City for 2023-2024.

Section 4. A complete copy of the final budget for 2023-2024, as adopted, together with a copy of this adopting ordinance, shall be transmitted by the City Clerk to

the Division of Municipal Corporations of the Office of the State Auditor, the Association of Washington Cities, and the Municipal Research and Services Center of Washington.

Section 5. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. EFFECTIVE DATE. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Section 7. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

APPROVED:

Mason Thompson (Dec 14, 2022 08:17 PST)
MASON THOMPSON
MAYOR

ATTEST/AUTHENTICATED:

Robin Schaefer, for (Dec 14, 2022 08:44 PST)
LAURA HATHAWAY
CITY CLERK

APPROVED AS TO FORM:

Paul Byrne (Dec 6, 2022 21:30 PST)
PAUL BYRNE
CITY ATTORNEY

FILED WITH THE CITY CLERK: 12/01/2022
PASSED BY THE CITY COUNCIL: 12/06/2022
PUBLISHED: 12/09/2022
EFFECTIVE DATE: 12/14/2022
ORDINANCE NO.: 2387 (2022)

SUMMARY OF ORDINANCE NO. 2387 (2022)

City of Bothell, Washington

On the 6th day of December, 2022, the City Council of the City of Bothell passed Ordinance No. 2387 (2022). A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2023; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

The full text of this Ordinance will be mailed upon request.


Robin Schaefer, for (Dec 14, 2022 08:44 PST)
LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: 12/01/2022
PASSED BY THE CITY COUNCIL: 12/06/2022
PUBLISHED: 12/09/2022
EFFECTIVE DATE: 12/14/2022
ORDINANCE NO.: 2387 (2022)

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
City Manager	1	Executive	City Manager	1.00	1.00	1.00	1.00	
Assistant Deputy City Manager	2	Executive	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Executive Assistant to the City Manager	3	Executive	Non-Rep	1.00	1.00	1.00	1.00	
Human Resources Director	4	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	
City Clerk	5	City Clerk	Non-Rep	1.00	1.00	1.00	1.00	
Utility Billing Program Specialist	6	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Human Resources Business Partner Employee Experience Specialist	8	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	Title change
Deputy Finance Director	11	Finance	Non-Rep	1.00	1.00	1.00	1.00	
Financial Analyst (Compensation) Payroll Supervisor	12	Finance	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Financial Analyst	13	Finance	AFSCME	1.00	1.00	1.00	1.00	
Customer Service Specialist	14	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Accounting Specialist, Senior	15	Finance	AFSCME	1.00	1.00	1.00	1.00	
Community Development Director	16	Community Development	Non-Rep	1.00	1.00	1.00	1.00	
Development Services Manager Deputy Community Development Director	18	Community Development	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Transportation Planner	19	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Planner, Senior	20	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Planner, Senior Principal Planner	21	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Planner, Senior	22	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Planner, Senior	23	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Legal Assistant	25	Legal	AFSCME	1.00	1.00	1.00	1.00	
GIS Supervisor	26	Information Services	Non-Rep	1.00	1.00	1.00	1.00	
Permit Services Supervisor	29	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant Community Engagement Specialist	30	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Sustainability & Engagement Coordinator	31	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Fleet & Facilities Manager	32	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Lead	33	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Senior	34	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Senior	35	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Senior	36	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Fire Chief	37	Fire & EMS	Non-Rep	1.00	1.00	1.00	1.00	
Deputy Fire Chief - Operations	38	Fire & EMS	Non-Rep	1.00	1.00	1.00	1.00	
Fire Battalion Chief	39	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Battalion Chief	40	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1.00	1.00	1.00	1.00	
Fire Lieutenant	42	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	43	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	44	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Fire Lieutenant	45	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	46	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Battalion Chief	47	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	48	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	49	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	50	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Firefighter	51	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Deputy Fire Marshal	52	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Firefighter	53	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	54	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	55	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant - Training	56	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	57	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	58	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Battalion Chief	59	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	60	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	61	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	62	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Fire Battalion Chief Fire Lieutenant	63	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Classification switched with #68
Firefighter	64	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	65	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	66	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Fire Lieutenant	67	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant Fire Battalion Chief	68	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Classification switched with #63
Community Emergency Preparedness Coordinator	69	Executive Fire and EMS	AFSCME	0.50	0.50	0.50	0.50	Title Change
Administrative Services Manager	70	Fire & EMS	Non-Rep	1.00	1.00	1.00	1.00	
Fire Records Specialist	71	Fire & EMS	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Police Chief	72	Police	Non-Rep	1.00	1.00	1.00	1.00	
Police Captain	73	Police	Police Captains	1.00	1.00	1.00	1.00	
Deputy Police Chief	74	Police	Non-Rep	1.00	1.00	1.00	1.00	
Police Officer	75	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	76	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	77	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	78	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	79	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	80	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	81	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	82	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	84	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	85	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	87	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	88	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	89	Police	BPOG	1.00	1.00	1.00	1.00	
Police Captain	90	Police	Police Captains	1.00	1.00	1.00	1.00	
Police Officer	91	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	92	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	93	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	94	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	96	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	97	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	98	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	99	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	100	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	101	Police	BPOG	1.00	1.00	1.00	1.00	
Evidence & Property Room Coordinator	102	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Records Specialist	103	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Records Specialist	104	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Support Services Manager	105	Police	Non-Rep	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	106	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	107	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	108	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator Supervisor	109	Police	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Safety Telecommunicator	110	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	111	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator Supervisor	112	Police	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Public Safety Telecommunicator	113	Police	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Public Safety Telecommunicator	114	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Records Supervisor	115	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Works Director	116	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Deputy Public Works Director/City Engineer	117	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Supervising Capital Projects Engineer	119	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Capital Division Manager	120	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Engineering Technician	121	Public Works	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Development Review Engineer, Senior	122	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Building Official	124	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Building Inspector, Senior	125	Community Development	AFSCME	1.00	1.00	1.00	1.00	Reinstated in Nov 2021 amendment
Plans Examiner, Senior	126	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Capital Projects Construction Inspector, Senior	127	Public Works	AFSCME	1.00	1.00	1.00	1.00	
GIS Analyst, Senior	129	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Construction Inspector, Senior	130	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Lead	132	Public Works	AFSCME	1.00	1.00	1.00	1.00	
SCADA Specialist	133	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	134	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Specialist	135	Public Works	AFSCME	1.00	1.00	1.00	1.00	

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Public Works Maintenance Worker, Lead	136	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	137	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	138	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	139	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Operations Manager	140	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Public Works Maintenance Specialist	141	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior Specialist	142	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Works Maintenance Specialist	143	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Lead	144	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Specialist	145	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Specialist	146	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Equipment Mechanic, Lead	147	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Equipment Mechanic	148	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Permit Services Coordinator, Senior	150	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Administrative Services Manager	151	Community Development	Non-Rep	1.00	1.00	1.00	1.00	
Administrative Assistant	152	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Operations Manager	154	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Police Officer	155	Police	BPOG	1.00	1.00	1.00	1.00	
Police Records Specialist	156	Police	AFSCME	1.00	1.00	1.00	1.00	
Surface Water Program Coordinator - Education & Outreach	157	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Associate Capital Project Engineer	158	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Court Administrator	159	Municipal Court	Non-Rep	1.00	1.00	1.00	1.00	
Court Clerk, Senior	160	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Firefighter Fire Engine Driver/Operator	161	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Firefighter	162	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	163	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Firefighter	164	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	165	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	166	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Firefighter	167	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	168	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	169	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Police Captain	170	Police	Police Captains	1.00	1.00	1.00	1.00	
Police Officer	171	Police	BPOG	1.00	1.00	1.00	1.00	
Police Sergeant	172	Police	BPOG	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator Supervisor	175	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Sergeant	176	Police	BPOG	1.00	1.00	1.00	1.00	
Information Systems Network Supervisor	177	Information Services	Non-Rep	1.00	1.00	1.00	1.00	
Police Support Officer	178	Police	AFSCME	1.00	1.00	1.00	1.00	
Fire Lieutenant	180	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	181	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Police Officer	182	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	183	Police	BPOG	1.00	1.00	1.00	1.00	
Firefighter	184	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Parks Maintenance Worker	185	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Administrative Services Coordinator	186	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant	187	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	188	Police	AFSCME	1.00	1.00	1.00	1.00	
Administrative Services Manager	189	Police	Non-Rep	1.00	1.00	1.00	1.00	
Administrative Assistant	191	Police	Non-Rep	1.00	1.00	1.00	1.00	
Administrative Assistant	192	Police	Non-Rep	1.00	1.00	1.00	1.00	
Public Records Specialist	193	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Development Review Transportation Engineer	194	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Recreation Coordinator	195	Parks & Recreation	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Administrative Assistant	196	Fire & EMS	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	197	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	198	Police	BPOG	1.00	1.00	1.00	1.00	
Firefighter	199	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	200	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Confidential Administrative Assistant Specialist	201	Police	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Permit Services Coordinator, Senior Assistant Planner	202	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Development Review Engineer, Senior	204	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Firefighter	205	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	206	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	207	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Police Officer	208	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	209	Police	BPOG	1.00	1.00	1.00	1.00	
Firefighter	210	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	211	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	212	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Police Officer	213	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	215	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	216	Police	BPOG	1.00	1.00	1.00	1.00	
Information Systems Applications Analyst	232	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	233	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Records Specialist	234	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Fire Battalion Chief	235	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Police Records Specialist	236	Police	AFSCME	1.00	1.00	1.00	1.00	
Police Sergeant	239	Police	BPOG	1.00	1.00	1.00	1.00	
Transportation Operations Engineer	240	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Building Maintenance Specialist	241	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Financial Analyst, Senior	242	Finance	Non-Rep	1.00	1.00	1.00	1.00	
Assistant to the City Manager	245	Executive	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Information Systems Supervisor	246	Information Services	Non-Rep	1.00	1.00	1.00	1.00	
Fire Plans Examiner Assistant Fire Marshal	248	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Police Officer	249	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	250	Police	BPOG	1.00	1.00	1.00	1.00	
Police Support Officer Public Records Specialist	251	Police	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Safety Telecommunicator	252	Police	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant	253	Police	AFSCME	1.00	1.00	1.00	1.00	
Court Clerk	255	Municipal Court	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
City Attorney	256	Legal	Non-Rep	1.00	1.00	1.00	1.00	
Lead Prosecutor	257	Legal	Non-Rep	1.00	1.00	1.00	1.00	
Paralegal	258	Legal	Non-Rep	1.00	1.00	1.00	1.00	
Labor & Employee Relations Human Resources Manager	259	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	Title change
Administrative Services Coordinator	261	Finance	Non-Rep	0.00	0.00	0.00	0.00	Authorized but unfunded
Code Compliance Officer	264	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant, Lead	265	Fire & EMS	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Police Sergeant	266	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	269	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	270	Police	BPOG	1.00	1.00	1.00	1.00	
Police Captain	271	Police	Police Captains	1.00	1.00	1.00	1.00	
Deputy City Clerk	272	City Clerk	AFSCME	1.00	1.00	1.00	1.00	
Information Systems Applications Analyst	274	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	275	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	276	Police	BPOG	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	277	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Administrative Assistant	278	Fire & EMS	AFSCME	1.00	1.00	1.00	1.00	
Surface Water Program Coordinator - Water Quality	279	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	280	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Utility Services Manager	281	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Financial Analyst, Senior	284	Finance	AFSCME	1.00	1.00	1.00	1.00	
Fire Education & Community Engagement Coordinator/Public Information Officer	286	Fire & EMS	AFSCME	1.00	1.00	1.00	1.00	
Information Systems Manager	287	Information Services	Non-Rep	0.00	0.00	0.00	0.00	Authorized but unfunded
Information Systems Technician, Senior	288	Information Services	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
GIS Analyst, Senior	290	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Human Resources Generalist Safety Coordinator	292	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	Title change
Capital Project Engineer	293	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Supervising Capital Projects Engineer	294	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Capital Project Engineer	295	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Capital Project Engineer	296	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant	297	Public Works	AFSCME	1.00	1.00	1.00	1.00	

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Administrative Services Manager	298	Public Works	Non-Rep	0.00	1.00	1.00	1.00	"Unfunded" status switched with #344
Finance Director	299	Finance	Non-Rep	1.00	1.00	1.00	1.00	
Police Officer	300	Police	BPOG	1.00	1.00	1.00	1.00	
Emergency Preparedness Manager	301	Executive Fire and EMS	Non-Rep	1.00	1.00	1.00	1.00	
Customer Service Specialist	302	Community Development	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Building Inspector, Senior	303	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Information Systems Technician	310	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Tourism Manager	311	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Senior	312	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Deputy Public Works Director - Operations	318	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Capital Projects Construction Inspector, Senior	319	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Construction Inspector, Senior	320	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Firefighter	321	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Fire Lieutenant	322	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter Fire Engine Driver/Operator	323	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Public Works Maintenance Worker	324	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Court Coordinator	326	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	327	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	328	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	329	Police	BPOG	1.00	1.00	1.00	1.00	
Planner	330	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Capital Project Engineer	331	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Capital Project Engineer, Senior	332	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Capital Project Engineer, Senior	333	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Financial Analyst, Senior	334	Finance	AFSCME	1.00	1.00	1.00	1.00	
Associate Engineer	335	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Customer Service Specialist Administrative Assistant	336	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Surface Water Engineer, Senior	337	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	338	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Works Maintenance Worker	339	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	341	Police	BPOG	1.00	1.00	1.00	1.00	
Administrative Assistant, Lead	344	Public Works	AFSCME	1.00	0.00	0.00	0.00	"Unfunded" status switched with #298
Administrative Assistant, Lead	345	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Financial Analyst, Senior	347	Finance	AFSCME	1.00	1.00	1.00	1.00	
Surface Water Inspector, Senior	348	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Administrative Assistant	350	Fire & EMS	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Capital Project Engineer, Senior	351	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Capital Project Engineer, Senior	352	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Custodian, Lead	353	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Custodian	354	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Custodian	355	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Municipal Court Judge	357	Municipal Court	Non-Rep	0.85	0.85	0.85	0.85	
Domestic Violence Victims Coordinator	359	Legal	AFSCME	1.00	1.00	1.00	1.00	50% limited-term ARPA funding
Information Systems Applications Analyst	360	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Human Resources Business Partner, Senior	361	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	Position reclassification
Deputy City Attorney	362	Legal	Non-Rep	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	363	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Animal Control Officer	364	Police	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	365	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Custodian	366	Public Works	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
Parks Operations Manager	367	Parks & Recreation	Non-Rep	1.00	1.00	1.00	1.00	
Parks Maintenance Worker	368	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Public Works Operations Manager	369	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	370	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Supervising Surface Water Engineer	371	Public Works	Non-Rep	1.00	1.00	1.00	1.00	
Surface Water Inspector	372	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	373	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	374	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	375	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	376	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	377	Police	BPOG	1.00	1.00	1.00	1.00	
Firefighter	378	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	

Authorized Position Classification Listing

Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Firefighter Fire Engine Driver/Operator	379	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Position reclassification
Plans Examiner, Senior	380	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Building Inspector, Senior	381	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Construction Inspector, Senior	382	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	384	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior	385	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Specialist	386	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Payroll Specialist	387	Finance	Non-Rep	0.50	0.50	1.00	1.00	
Surface Water Program Coordinator - IDDE	388	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Parks & Recreation Director	389	Parks & Recreation	Non-Rep	1.00	1.00	1.00	1.00	
GIS Analyst	390	Information Services	AFSCME	0.00	0.00	0.00	0.00	Authorized but unfunded
GIS Analyst, Senior	391	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Information Systems Applications Analyst, Senior	392	Information Services	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Prosecutor	394	Legal	Non-Rep	1.00	1.00	1.00	1.00	
Building Maintenance Specialist, Lead	395	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	396	Police	BPOG	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	397	Police	AFSCME	1.00	1.00	1.00	1.00	
Probation Officer	398	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	
Court Clerk, Senior	399	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Permit Services Coordinator, Senior	401	Community Development	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Information Systems Applications Analyst	402	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Information Systems Technician	403	Information Services	AFSCME	1.00	1.00	1.00	1.00	
Public Records Officer	404	City Clerk	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	405	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	406	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker	407	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker	408	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker	409	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Maintenance Worker, Lead	410	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Parks Planning & Grant Manager	411	Parks & Recreation	Non-Rep	0.00	0.00	0.00	0.00	Authorized but unfunded
Information Systems Director	412	Information Services	Non-Rep	1.00	1.00	1.00	1.00	
Utility Billing Program Specialist, Lead Services Coordinator	413	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Customer Service Specialist	414	Community Development	AFSCME	0.50	0.50	0.50	0.50	
Safety Manager	415	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	
Development Review Engineer	416	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Senior Plans Examiner	417	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Police Officer	418	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	419	Police	BPOG	1.00	1.00	1.00	1.00	
Police Officer	420	Police	BPOG	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	421	Police	AFSCME	1.00	1.00	1.00	1.00	
Firefighter	422	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	423	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Firefighter	424	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	
Public Safety Telecommunicator	425	Police	AFSCME	1.00	1.00	1.00	1.00	
Building Inspector	426	Community Development	AFSCME	1.00	1.00	1.00	1.00	
Economic Development Manager	427	Executive	AFSCME Non-Rep	1.00	1.00	1.00	1.00	
Volunteer and Special Events Coordinator	428	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	
Code Compliance Officer	429	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Equipment Mechanic, Senior	431	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Sustainability Assistant	432	Public Works	AFSCME	0.50	0.50	0.50	0.50	
Equipment Mechanic	433	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Levy Coordinator (NPRSA) NPRSA Program Manager	434	Executive	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Works Maintenance Worker	435	Public Works	AFSCME	1.00	1.00	1.00	1.00	
Public Works Maintenance Worker, Senior Utility Locator	436	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Public Works Maintenance Worker, Senior Specialist (Pre-Treatment/Cross Control)	437	Public Works	AFSCME	1.00	1.00	1.00	1.00	Position reclassification
Construction Inspector, Senior	438	Public Works	AFSCME	1.00	1.00	1.00	1.00	Added in 11/9/21 budget amendment
NPRSA Public Records Admin Officer	439	Executive	AFSCME	1.00	1.00	1.00	1.00	Approved by Council 11/9/21
Diversity, Equity, & Inclusion Coordinator	TBD	Executive	Unknown Non-Rep	0.50	0.50	1.00	1.00	
Supervisory Transportation Engineer	TBD	Public Works	Non-Rep	0.00	1.00	1.00	1.00	Approved by Council 9/6/22

Authorized Position Classification Listing								
Position Title	Position Control #	Department/Division	Group	2021	2022	2023	2024	Explanation
Permit Services Coordinator	TBD	Public Works	Non-Rep	0.00	0.00	1.00	1.00	
Human Resources Assistant	5001	Human Resources	Non-Rep	1.00	1.00	1.00	1.00	Limited-term ARPA funding
Recreation Coordinator	5002	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00	Limited-term ARPA funding
Community Court Coordinator	5003	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	Limited-term ARPA funding
ARPA Management Analyst	5004	Finance	AFSCME	1.00	1.00	1.00	1.00	Limited-term ARPA funding
Human Services Coordinator	TBD	Executive	AFSCME	0.00	0.00	1.00	1.00	Limited-term ARPA funding
Parks Capital Planning Manager	TBD	Parks & Recreation	AFSCME	0.00	0.00	1.00	1.00	Limited-term ARPA funding
Firefighter	6000	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Firefighter	6001	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Firefighter	6002	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Firefighter	6003	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Firefighter	6004	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Firefighter	6005	Fire & EMS	IAFF	1.00	1.00	1.00	1.00	Public Safety Levy
Probation Officer	6006	Municipal Court	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6008	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6009	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6010	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6011	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6012	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6013	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6014	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6015	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6016	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer Sergeant	6017	Police	BPOG	1.00	1.00	1.00	1.00	Position reclassification (PS Levy)
Police Officer	6018	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6019	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Police Officer	6020	Police	BPOG	1.00	1.00	1.00	1.00	Public Safety Levy
Evidence & Property Room Coordinator	6021	Police	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
Police Support Officer	6022	Police	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
Community Engagement Coordinator/ Public Information Officer	6023	Police	AFSCME	1.00	1.00	1.00	1.00	Title change (PS Levy)
Crime Analyst	6024	Police	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
North Sound RADAR Navigator	6025	Police	AFSCME	1.00	1.00	1.00	1.00	Title change (PS Levy)
Building Maintenance Specialist	6026	Public Works	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
Information Systems Applications Analyst	6028	Information Services	AFSCME	1.00	1.00	1.00	1.00	Public Safety Levy
Totals				370.35	370.35	382.35	382.35	
				377.35	378.35			

APPENDICES

APPENDIX C

- Acronyms
- Financial Policies
- Glossary

Acronyms

APA	American Planning Association
APWA	American Public Works Association
ARMA	Association of Records Management Archives
ASCE	Associated Society of Civil Engineers
AWC	Association of Washington Cities
BARS	Budgeting Accounting and Reporting System
CIP	Capital Improvement Program
CPI	Consumer Price Index
CSC	Community Services Commission
DOE	Washington State Department of Ecology
EDC	Economic Development Commission
ESA	Endangered Species Act
EOC	Emergency Operations Center
EQC	Environmental Quality Commission
ESHB	Engrossed Substitute House Bill
ETP	Eastside Transportation Partnership
FTE	Full Time Equivalent
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GMA	Growth Management Act
IDP	Interim Design Principles
IIMC	International Institute of Municipal Clerks
IT	Information Technology Department
ITE	Institute of Transportation Engineers

KCCA	King County Clerks Association
LID	Low Impact Development
NEMCo	Northshore Emergency Management Coalition
NRPA	National Recreation and Parks Association
PAW	Planning Association of Washington
PC	Planning Commission
PSAPCA	Puget Sound Air Pollution Control Authority
PSRC	Puget Sound Regional Council
REET	Real Estate Excise Tax
SAO	State Auditor’s Office
SEPA	State Environmental Policy Act
SWAT	Special Weapons and Tactics
SWM	Surface Water Management
TC	Transportation Commission
TIB	Transportation Improvement Board
WCIA	Washington Cities Insurance Authority
WCPDA	Washington Cities Planning Directors Association
WFOA	Washington Finance Officers Association
WMCA	Washington Municipal Clerks Association
WRPA	Washington Recreation and Parks Association
WSAMA	Washington State Association of Municipal Attorneys
WSEMA	Washington State Emergency Management Association
WSRA	Washington State Recycling Association

Att-1
Ordinance 2310



COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES

Section	1. Purpose
	2. Accounting System and General Matters
	3. Fund Balances and Reserves
	4. Budget and Financial Planning
	5. User Fees and Cost Recovery
	6. Shared Services
	7. Cash Handling
	8. Investments
	9. Debt
	10. Credit Card Usage
	11. Capital Assets
	12. Small and Attractive Assets

REVISION DATE

1. Purpose

The City’s Comprehensive Financial Management Policies (the Policies) serves as a framework for the financial planning, budgeting, accounting, reporting, and other financial management practices. The purpose of the Policies is to ensure that the appropriate safeguards are in place for the safekeeping of the City’s assets and to ensure that the City’s financial operations are prudent and aligned with best practices, where applicable.

The Policies will be reviewed biennially, and updates will be considered, in conjunction with budget development. Additional updates can be considered at that time to address emergent issues or concerns.

2. Accounting System and General Matters

- A. Basis of Budgeting and Accounting
 - “Basis of Accounting” refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements.
 - i. Full Accrual
 - Both governmental and business-type activities in the government-wide financial statements, and the proprietary and fiduciary fund financial statements, are presented on the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.
 - ii. Modified Accrual
 - The governmental funds financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual: i.e., both measurable and available. “Available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The City considers all revenue reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The City of Bothell’s budget is prepared on a modified accrual basis.

The Comprehensive Annual Financial Report (CAFR) presents the City’s financial position on the full accrual basis of accounting, consistent with Generally Accepted Accounting Principles (GAAP).

- B. Internal Controls
 - Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. Internal control processes should be designed to nearly eliminate the risk of a loss to the City. Internal control processes should include monitoring; evidence that the monitoring activities were performed should be maintained for inspection during the annual audit.
- C. Annual Financial Report
 - The City shall prepare and submit in a timely manner an annual financial report to the Washington State Auditor’s Office in accordance with the standards established for such reports. The draft report shall be published on the City’s website.

- D. Cash Management
- The City deposits funds within 24 hours of receipt. The Policy recognizes that in rare cases the 24 hour deposit policy is not administratively feasible. Management approval is required for any deposit held longer than 24 hours.

3. Fund Balances and Reserves

Operating funds of the city have a minimum fund balance target equal to 30 days operating expense or eight percent (8%) except as noted below.¹

- General Fund, 90 days, or 24 percent (24%), of annual budgeted operating expenditures.
- Public Safety Levy Fund, 90 days, or 24 percent (24%), of annual budgeted operating expenditures.
- Surface Water Utility Fund, 120 days, or 32 percent (32%), of annual budgeted operating expenditures.
- Water Utility Fund, 60 days, or 16 percent (16%), of budgeted operating expenditures.
- Sewer Utility Fund, 60 days, or 16 percent (16%), of budgeted operating expenditures.

Budgeted operating expenditures is defined as total budgeted expenditures less budgeted one-time expenditures, including capital. This policy recognizes that utilities will maintain a separate reserve for emergency repairs and unexpected increases in the cost of planned capital projects. The value of that reserve is subject to the discretion of staff and shall be disclosed in the published Capital Facilities Plan.

Projected variances from the minimum fund targets shall be disclosed during the biennial budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. If the fund balance target is not met, or is budgeted to not be met, at the end of a calendar year, then staff shall propose a four year plan to replenish the shortfall. Fund balance targets may be modified by Council action.

4. Budget and Financial Planning

The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.

The City shall prepare and adopt its budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The biennial budget will be adopted at the fund level meaning that the adopted budget will include one revenue and one expenditure amount for each of the City’s funds. The City Manager is authorized to transfer budgeted amounts within any fund. Budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council.

When budgeting for the General Fund, the Recommended Biennial Budget proposed by the City Manager shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

¹ Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

The Capital Facilities Plan (CFP) budgets will be incorporated into the financial forecasts and the biennial budget. Maintenance and operating costs associated with new CFP projects shall be estimated and included for each project within the CFP. Such costs should be included in the operating budgets when the projects are complete.

Other budget related matters are to be handled as follows:

- A. One-Time Resources
- One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.
- B. Position Budgeting
- Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial budget. The City Manager may authorize limited-term positions within a biennium in response to emergent needs, provided budget authority exists to support the position.
- C. Budget Calendar
- The Finance Department shall work with the City Manager and stakeholders to establish a budget calendar that satisfies all budget milestones, timelines, and regulatory requirements. The budget calendar shall be published for stakeholders to begin budget development.
- D. Budget Revenues
- The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles. Staff will use conservative and prudent assumptions in the forecasting of revenues.
- E. Grant Revenue
- Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.
- F. Order of Funding, Restricted First
- The City shall exhaust restricted funds to finance uses authorized by State or local law before General Fund resources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.
- G. Budget Expenditures
- Expenditures shall be budgeted to support existing levels of service, except where the City Manager has determined that a change in the level of service is required to respond to an emergent need or lost revenue. Staff will use conservative and prudent assumptions in the development of the expenditures budget.
- H. Mid-Biennial Review
- A review of actual revenue results compared to budgeted amounts shall be performed near the midpoint of the biennial budget. The results of the review shall be communicated to the City Manager and the City Council timely. If significant variances exist, then an adjustment to budgeted expenditures shall be considered.

- I. Budget Amendments
The adopted budget can be amended at any time with the adoption of a budget amendment ordinance by the City Council. An evaluation of the long term effects on the financial health of the City should be performed.
- J. Long Range Financial Planning
A six-year financial forecast shall be prepared and updated on a biennial basis for the City’s General Fund as a multi-year financial planning tool. The financial forecast shall be integrated into the City’s biennial budgeting process and shall be used to communicate the long term effects of budget choices and the long term financial health of the City’s General Fund. The six-year financial forecast shall be published as a part of the budget document.

The City will use prudent and conservative revenue and expenditure assumptions in the development of the six-year financial forecast and budgets.

The Finance Department shall update the six-year financial forecast to adopt the City’s biennial budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.

- K. Budget Monitoring
The Finance Department shall provide timely and accurate budget monitoring reports (or access to the accounting system, in lieu of) to departments on a regular basis and quarterly budget monitoring reports to the City Council.

Department directors have primary responsibility for the development, implementation, management, and monitoring of their respective budgets in accordance with direction from the City Manager. Any significant variances from the adopted budget shall be reported by department directors to the City Manager in a timely manner.

5. User Fees and Cost Recovery

The City shall develop and maintain a comprehensive schedule of fees and charges. The fees and charges should be reviewed and updated in connection with each biennial budget. User fees, except those of enterprise funds, shall be administratively updated in the second year of the biennium consistent with the adopted budget. Significant variances between second year updates and the adopted budget shall be reported to the City Council prior to implementation.

Fees shall be reviewed by general type as described below:

- A. Development Related Fees
Development related fees (land use, building and property, fire marshal’s office and engineering fees) shall be established by ordinance; adjusted for inflation and periodically subjected to a comprehensive rate analysis. Development-related fees should be based on full cost recovery of permitting and inspection services.
- B. Regulatory Fees
Regulatory fees shall be established by ordinance. As may be permitted by law, these fees may be used for generating city revenues in addition to recovering costs of the regulatory services.

- C. Parks and Recreation Fees
Parks and recreation fees shall be set by the Director of Parks and Recreation within ranges established by ordinance.
- D. Other Fees
General fees (such as rental rates, copy charges, and other miscellaneous fees) shall be established by ordinance. These services should charge fees to assist in making these services self-supporting.
- E. Rates
Enterprise fund rates and fees shall be set by ordinance, and set at a level necessary to support the costs of services in the fund and to maintain long-term financial stability. To ensure that the enterprise funds remain self-supporting, fee and rate structures shall fully fund the direct and indirect costs of operations, capital maintenance and replacement, debt service, and depreciation.

6. Shared Services

It is the policy of the City to recover the costs incurred by the General Fund for providing accounting and finance, information technology, human resources, City Clerk, and legal services (hereinafter referred to as Shared Services) from all funds that benefit from the services provided. A charge for providing shared services shall be calculated pursuant to an administrative policy that equitably calculates the actual cost of providing shared services and recovers the costs through charges from the General Fund to the benefitting funds.

7. Cash Handling

Cash handling shall be governed by administrative policies and procedures that are aligned with best practices with a focus on strong internal controls to minimize the risk of loss. Employees with cash handling responsibilities must attend training on the City’s cash handling policies and procedures prior to being issued change funds. Employees must also attend refresher training every three years. Cash handlers are expected to strictly adhere to cash handling policies and procedures at all times. If an employee witnesses a violation of cash handling policies and procedures; the employee shall immediately report the event to their immediate supervisor.

8. Investments

It is the policy of the City to invest public funds in a manner which will provide maximum security, while meeting daily cash flow demands, conforming to all state and local statues governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles. The primary objectives, in priority order, of the City’s investment activities shall be: Safety, Liquidity, Return on Investment.

Interest income and investment gains and losses from all idle funds shall be credited to the General Fund to the greatest extent allowable under State law. The Finance Department shall create administrative policies and procedures to implement this policy.

9. Debt

Long term debt shall be used solely for the purpose of financing or refinancing the cost of projects identified in the adopted Capital Facilities Plan. Lines of credit, and other short term debt instruments, may be used to fund temporary operating shortfalls. Prior to the issuance of any debt, whether short or long term, a repayment source must be identified. The source of repayment must not be speculative.

Any issuance of debt must comply with all local, state, and federal laws, rules, and regulations including debt limits.

The Finance Department is responsible for all post issuance compliance and shall undertake all activities required to maintain the tax status of the debt, when applicable. The Finance Department shall create administrative policies and procedures to implement this policy.

10. Credit Card Usage

Staff and elected officials are allowed to use credit cards and purchase cards (Cards) for city business, including travel. Purchases made with cards shall be subject to the same payment and approval process as purchases made by other means. Cash advances and purchases of alcohol by card are strictly prohibited. The Finance Department shall implement administrative policies and procedures to: minimize risk associated with card use; align processes and uses with best practices; and, maximize the convenience and other benefits that inure to the City from card use.

11. Capital Assets

Capital assets are defined as assets with a value greater than \$5,000 when acquired. All fixed assets should be recorded in the capital asset inventory system at the time of purchase. Capital assets shall be accounted for according to uniform guidance issued by the Governmental Accounting Standards Board (GASB) consistent with Generally Accepted Accounting Principles.

Physical controls shall be established, implemented, monitored, and periodically updated to ensure the safekeeping of capital assets. A physical inventory of capital assets should be performed annually; sampling of fixed asset inventory, for physical inventory purposes, is acceptable.

The Finance Department shall develop administrative policies and procedures to implement this policy.

12. Small and Attractive Assets

Small and attractive assets are defined as assets with a value greater than \$1,000, but less than \$5,000, with a useful life greater than one year that have an above average risk of loss due to their portability and attractiveness. Examples include tablet computers and smart phones. The Finance Department shall develop administrative policies and procedures to protect these assets from loss.

Glossary

ACCRUAL BASIS A basis of accounting under which revenues and expenditures are recognized when they are incurred, regardless of whether cash has been exchanged.

APPROPRIATION A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSETS Resources owned or held by a government which have monetary value.

BALANCED BUDGET A budget situation where budgeted resources are equal to or greater than budgeted expenditures.

BIENNIAL BUDGET A budget applicable to a fiscal biennium.

BIENNIUM A two year period.

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET ACCOUNTING AND REPORTING SYSTEM (BARS) The accounting guide issued by the Washington State Auditor’s Office to guide accounting matters for local governments.

BUDGET ADOPTION The formal legislative process to approve a budget for the budgetary period.

BUDGET AMENDMENT A change to the adopted budget that is formally adopted by the City Council.

BUDGETED Included in the adopted budget.

BUDGET DOCUMENT The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body, with certain portions required by law.

CAPITAL IMPROVEMENTS Expenditures related to the acquisition, expansion or rehabilitation of an element of the government’s physical plant.

CAPITAL FACILITIES PLAN A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government’s long-term needs.

CAPITAL FUNDS Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

CAPITAL (FIXED) ASSETS Also known as fixed assets, are land buildings, equipment and improvements to existing fixed assets costing more than \$5,000 and having a useful life greater than one year.

CAPITAL PROJECT Major construction, acquisition, or renovation activities which add value to a government’s physical assets or significantly increase their useful life. Also called capital improvements.

COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES The document containing all of the adopted financial policies of the City.

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

COUNCILMANIC Councilmanic refer to action that can be taken with a majority vote of the City Council and not requiring a vote of the public.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEBT SERVICE FUND A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest.

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

ENDING FUND BALANCE The amount of money that a fund has at the end of a year or reporting period.

ENTERPRISE FUND An accounting entity which the City uses to record and report transactions for its business-type activities. All expenditures must be supported by income dedicated to the fund. The most common enterprise funds are utility funds.

EXPENDITURE/EXPENSE The amount of money actually spent or budgeted to be spent.

FIDUCIARY FUND TYPE The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FIXED ASSETS Also known as capital assets, are land buildings, equipment and improvements to existing fixed assets costing more than \$5,000 and having a useful life greater than one year.

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property.

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

FUND ACCOUNTING A system of accounting that is characterized by the use of accounting entities (funds) to account for resources who use has been limited by donor, grantor, governmental agencies, governing bodies, or by law.

FUND BALANCE The total amount of cash and investments available for spending at the end of a year or reporting period.

GENERAL FUND The primary operating fund of the local government. Most revenues accounted for in the General Fund are unrestricted and can be used for any lawful purpose of government. General Fund operating departments include: Legislative Branch, Municipal Court, Executive, Finance, Legal, Human Resources, Public Works Facilities and Engineering, Information Services, Police, Fire, Parks & Recreation, and Community Development.

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

INDIRECT COST A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

INTERFUND TRANSFER The movement of money between funds of the same governmental entity.

INTERFUND SERVICES Services provided by one fund of the local government for the benefit of another fund for compensation.

INTERGOVERNMENTAL REVENUE Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

INTERNAL SERVICE FUND An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis.

LEVY (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LIMITED TERM EMPLOYEE An employment position that is not permanent and expires on a date certain.

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE The upkeep of physical properties in condition for use or occupancy.

MINIMUM FUND BALANCE TARGET The minimum amount of cash and investments that, by policy, should be left in a fund at the close of the year or budget period.

MISSION STATEMENT A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

NON-VOTED See Councilmanic

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

OBLIGATIONS Amounts which a government may be required legally to meet out of its resources.

OPERATING EXPENSES The cost for personnel, materials and equipment required for a department to function. The term excludes capital and project expenses.

OPERATING REVENUE Funds that the government receives as income to pay operating expenses. The term generally excludes one-time and capital revenues.

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES Governmental fund operating transfers-out. Such amounts are classified separately from revenues.

POLICY A principle or course of action chosen to guide decision making.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

PROJECTION A prediction of the future outcome of a budgetary item.

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVED FUND BALANCE A fund balance that is subject to externally or internally imposed restrictions.

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

REVENUE Sources of income financing the operations of government.

REVENUE FORECAST A set of predictions about future revenues that will be received by the City.

SPECIAL REVENUE FUNDS Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

STAFF All or any non-elected employees of the City of Bothell.

STATUTORY DEBT LIMIT The limit set by State Statute that is the amount of total debt that a local government is allowed to have outstanding at any given time.

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include user fees.

UNRESERVED FUND BALANCE The portion of fund’s balance that is not restricted for a specific purpose and is available for spending on any lawful purpose of government.

USER FEES The payment of a fee for direct receipt of a public service by the party who benefits from the services.